



2019-2020
USCA Student
Handbook

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Foreword

This 2019-2020 Student Handbook has been prepared so that USC Aiken undergraduate and graduate students may have a better understanding of their institution and its rules and regulations. It contains material about what the student may rightfully expect from the University and what the University may rightfully expect from the student.

No publication can anticipate and cover all situations that may arise, but most matters are covered, at least in principle, in the Handbook. Other relevant USC Aiken documents include the USCA Bulletin and the USCA Policy Manual. Each student is responsible for becoming thoroughly familiar with the Handbook's contents, and it will be assumed that this responsibility has been met and that all students have been informed of policies and regulations. Interpretation of matters in the Handbook is the responsibility of the Vice Chancellor for Student Affairs. The Chancellor of the University has final authority regarding interpretation.

USC Aiken is dedicated to equality of opportunity within its community. Accordingly, USC Aiken does not practice or condone discrimination in any form against students, employees, or applicants on the grounds of race, color, national origin, religion, creed, sex, age, genetics, veteran status, or disability. USC Aiken commits itself to positive action to secure equal opportunity regardless of these characteristics.

USC Aiken supports the protection available to members of its community under all applicable federal laws. Complaints may be addressed to the Title IX Compliance Officers the Director of Human Resources (Carla Hayes, Penland 116, 803-641-3318, Carlah@usca.edu) or the Vice Chancellor for Student Affairs (Ahmed Samaha, SAC 159A, 803-641-3411, ahmeds@usca.edu).

This handbook is published by the Division of Student Affairs at the University of South Carolina Aiken.

A Message from the Chancellor

Welcome to the University of South Carolina Aiken!

Whether you are a first-time-in-college freshman, a transfer student, or a returning student, you are now a Pacer with exciting opportunities ahead of you – both in the classroom and all over campus.

Our committed faculty and staff are pleased to partner with you to ensure your unique experience at USC Aiken is challenging, rewarding, and gratifying.

Together, we aim to provide an environment where meaningful self-expansion and a rich realization of your own powers of intellect and thoughtful action can develop. Your personal commitment to engage fully in the life of the campus is critical to achieving that goal. There is no substitute for meaningful interactions between students and faculty to facilitate the learning process, so take every opportunity to meet with your faculty, engage in research, attend colloquia, and speak with your advisor about your educational goals and aspirations.

My hope is that you will strive to broaden your intellectual horizons and to build a strong foundation of knowledge and skills. At USC Aiken, you have unlimited educational opportunities to help you achieve this goal. Specifically, USC Aiken faculty are highly educated and intelligent individuals who, while engaged in many of their own research interests, have thoughtfully chosen to be here for you.

Here, learning takes place both in and beyond the classroom; learning occurs through a wide variety of experiences ranging from involvement in leadership and residence life programs, to participation in student clubs and organizations. Get physical by participating in intramural or club sports. Attend a concert, art exhibit, or play in the Etheredge Center. Also, consider putting what you learn in class into action by volunteering your time and efforts through one of our service organizations. Take advantage of study

abroad programs and sign up for a class in a subject completely outside your major (or comfort zone!). At USC Aiken, there is a universe of possibilities at your fingertips.

Remember that along your academic journey, there are countless resources available to you, which exist solely to help you make the most of your undergraduate experience. The Student Handbook is a handy resource, which will provide you with information about the many support services, organizations, and activities available to you. Additionally, the Student Handbook will outline most of the university's policies, rules, and regulations.

The entire campus community joins me in welcoming you and wishing you a successful and fulfilling year.

Best wishes,



Sandra J. Jordan, Ph.D.
Chancellor

Mission and Values Statements

The University of South Carolina Aiken is a comprehensive institution that offers undergraduate and graduate degrees in the arts, humanities, social sciences, natural sciences, and professional disciplines. All programs of study are grounded in a strong liberal arts and sciences curriculum.

USC Aiken is distinguished by its commitment to transformative teaching made possible through high impact learning practices, undergraduate research, small classes, and individual attention. The university encourages excellence in research and creative pursuits and prepares students for success by challenging them to think critically and creatively, to communicate effectively, to learn independently, and to acquire breadth and depth of interdisciplinary knowledge.

USC Aiken attracts students from South Carolina, the United States, and the world to form a diverse community of individuals engaged in educational experiences and service necessary for the pursuit of meaningful work in an enlightened, inclusive, and economically vibrant society. A progressive hub for innovation, collaboration, and creativity, USC Aiken contributes to the community by enriching the region's quality of life through a variety of activities including the visual and performing arts, intercollegiate athletics, continuing and distance education, educational outreach, and leadership.

Academic Community Values

Our academic community embraces the agreed upon following values:

1. **Character**

We value integrity, honesty, and accountability. We encourage initiative and take pride in hard work and accomplishment.

2. **Citizenship**

We value the rights and responsibilities associated with membership in a community. We embrace efforts to work for the common good and opportunities to enrich the lives of all community members.

3. **Curiosity**

We value and embrace life-long learning and inquisitive pursuits. To that end, we endeavor to impart knowledge, skills, and wisdom in a high-quality learning environment.

4. Collegiality

We value a nurturing community where people support one another, embrace diversity, and encourage mutual respect.

Diversity Statement

Our commitment to fostering an inclusive, diverse campus community is integral to University of South Carolina Aiken's success. Our understanding of diversity is broad and inclusive, and refers to the variety of personal experiences, values, and worldviews that arise from differences of culture, and circumstance. These differences may include race, ethnicity, religion, age, creed, language, abilities/disabilities, gender, gender identity or expression, sexual orientation, socioeconomic status, geographic region, immigration status, veteran status, and more. At USC Aiken, diversity of experience and perspective in the classroom is not only encouraged, but also expected because we believe diversity enhances the Pacer experience. Educational excellence that truly incorporates diversity promotes mutual respect and fosters innovation, helping to train future leaders who are ready for the demands of the twenty-first century workforce.

A Brief History

USC Aiken is a public regional comprehensive university. While we are part of the USC System, the university is a separately accredited and separately funded university. Building partnerships has been the cornerstone of the University of South Carolina Aiken since its inception in 1961. It was then that the citizens of the Aiken community voiced the need for a local institution of higher education. In a true demonstration of grassroots politics, the community rallied to show their support for a university to be founded in the area. Through state legislation, the Aiken County Commission for Higher Education was formed. This governing board continues to oversee the University's mission.

In 1961, the fledgling USC Aiken signed an agreement with the state's flagship university, the University of South Carolina, to become a campus. Three full-time faculty members, a secretary, and 139 students gathered for the university's first academic semester in September 1961. Classes took place in "Banksia" a former winter-colony mansion in downtown Aiken. For 11 years, the university's first students attended college in a structure which was developed as living quarters, studying composition in an area which was once a ballroom and algebra in a former sitting room.

In subsequent years, the student population grew and as did the need for a new physical location for the campus. The university purchased property from the Graniteville Company and moved from Banksia to its present site in 1972. One multi-purpose building was constructed, which was later named the Robert E. Penland Administration Building. This building's open courtyard features one of the campus' most notable landmarks, the Double Knot sculpture by artist Charles Perry, which symbolizes the university's close ties with the local community.

As a natural next step, USC Aiken relinquished branch campus status and became an autonomous public university in the USC system so students could begin and complete their degrees in Aiken. In 1977, the university was fully accredited as a senior college by the Commission on Colleges of the Southern Association of Colleges and Schools and granted its first baccalaureate degrees. Master's degree programs began being offered on campus in 1994, and at present, the campus offers more than 50 degrees, including graduate and undergraduate programs to students. At this point in time, USC Aiken became a comprehensive university in the USC System. Today, four universities (USC Columbia, USC Aiken, USC Upstate, and USC Beaufort) and four colleges (USC Lancaster, USC Salkehatchie, USC Union, and USC Sumter) comprise the USC system, the only university system in the state of South Carolina.

As USC Aiken grew, it began forming a limited number of sports teams as part of the NAIA in the 1960's. USC Aiken student-athletes adopted the Pacers as their mascot, named for Aiken's well-known status as an equestrian community.

In 1990, USC Aiken achieved NCAA Division II status and became a charter member of the highly competitive Peach Belt Conference. Today, Pacer athletics hosts 10 varsity men's and women's sports teams, including the three-time national champion men's golf team.

Since 1961, five leaders have navigated the university's path. Mr. Chris Sharp (1961-1962) and Mr. Bill Caper (1963-1983) provided leadership in the early years. Dr. Robert Alexander (1983-2000), Dr. Thomas Hallman (2000-2012), and Dr. Sandra Jordan (2012-present) have served as chancellors of the university and have overseen the institution as it has grown from a commuter institution to a more traditional, residentially-based comprehensive university.

Today, USC Aiken ranks as the #1 public baccalaureate college in the South by U.S. News & World Report's "Best Colleges" guide and has been selected as a "College of Distinction" in the United States. Approximately 3,750 students attend the university, and close to 500 students graduate each year. The university offers many of the advantages of a large university within the setting of a small, friendly campus. The university emphasizes small classes, active learning, and individual attention, and is committed to partnerships, collaboration, and servant leadership.

A Message from the Vice Chancellor for Student Affairs

Welcome to the University of South Carolina Aiken and our Pacer family! As the Vice Chancellor for the Division of Student Affairs, it is my pleasure to assist you in your academic, personal and professional development. The Division of Student Affairs has talented and experienced professionals who are ready to assist you. We are committed to helping students achieve their goals and we value diversity and inclusion that fosters the academic and personal growth of all students. .

These efforts include helping students make sensible and informed decisions about academic and personal matters, negotiate the opportunities and challenges that are an important part of a highly demanding academic environment, and find appropriate resources within and beyond the Division of Student Affairs. We also work with faculty, staff, alumni, and community members to create opportunities for students to integrate the learning that takes place inside and outside of the classroom.

This Student Handbook is your guide to navigate our institution. Included in it are policies, procedures, and information that can help you be successful. Please let me know if you have any questions or concerns about anything. My office is located in the Student Activities Center and our staff is here to help you!

Please feel free to contact us if we can be of service. Our number one priority is to make the student experience at USC Aiken a powerful, enriching, and rewarding one.

Go Pacers!



Ahmed Samaha
Vice Chancellor of Student Affairs
803-641-3411
ahmeds@usca.edu

The Division of Student Affairs

The Vice Chancellor for Student Affairs is located in the Student Life Office in the Student Activities Center. The Vice Chancellor is responsible for matters related to policies and procedures which affect students and the general quality of life for USC Aiken students. The Vice Chancellor also serves as the Title IX Compliance Officer for students and is responsible for the following departments and functions: Campus Recreation and Wellness, Counseling Center, Disability Services, Student Health Center, Judicial Affairs, Orientation, Student Life, University Housing and Residence Life. Questions concerning student rights and responsibilities, discipline, and laws or regulations governing or affecting students' rights are handled through this office.

Campus Recreation and Wellness

The mission of the Department of Campus Recreation and Wellness is to enhance and enrich the quality of life of the USC Aiken community by providing education, programs, and services that promote healthy lifestyle choices. This department consists of the Wellness Center, the Natatorium, Intramural Sports and Club Sports.

The USC Aiken Wellness Center is made up of a 25,000 square foot facility located in the Business and Education Building (B&E). The Wellness Center includes a large fitness area including cardiovascular equipment (bikes, rowers, treadmills, ski machines, elliptical cross trainers and stair steppers, strength equipment, dumbbells, and a 1/16 mile walking track. There is a studio with wall-to-wall mirrors, a dry sauna, and locker rooms. Group fitness classes, wellness education programs, and health-related special events are provided free to students. Services provided for a fee include personal training, fitness evaluations, and group personal training classes. In addition, Exercise and Sport Science has their exercise physiology laboratory and an instructional classroom located in the Wellness Center. The facility is supervised by CPR trained staff.

The Natatorium is connected to the Student Activities Building. The Natatorium includes a six lane indoor pool and locker rooms. This facility is supervised by certified lifeguards during open swim hours and special programs.

Intramural sports offers men, women, and co-ed divisions in sports such as flag football, softball, basketball, volleyball, soccer, tennis, ping-pong, kickball, dodgeball, and ultimate Frisbee. Any student can participate and all skill levels are welcome. Sign-up as a team or as a free agent at <https://www.usca.edu/campus-recreation-and-wellness/intramural-sports/register-for-intramural-sports>. Club sports include rugby, shot gun, swimming, tennis, ping pong, lacrosse, eventing, polo, and riding. For more information on club sports, visit <https://www.usca.edu/campus-recreation-and-wellness/club-sports>.

Campus Recreation and Wellness programs are free for enrolled students. To activate your membership at the Wellness Center and Natatorium, come to the Wellness Center to complete your paperwork each year. To sign up for intramural or club sports, stop by the Student Life office.

The Healthy 4 Life program is a framework for USC Aiken to provide health and well-being programs for the students, faculty and staff. This framework includes Healthy Mind, Healthy Body, Healthy Environment and Healthy Habits. Programs to provide education and apply wellness practices are collaborative across departments including the Counseling Center, the Student Health Center, Campus Recreation & Wellness, Student Life, Housing and a variety of other entities that help people become aware, and make choices toward, a healthier lifestyle.

Counseling Center

The Counseling Center is located in the Business and Education Building, Room 126. Counseling is confidential and services are free. Counselors are available Monday through Friday from 8:30 a.m. to 5:00 p.m. For after-hours or weekend emergencies, contact: University Police by dialing 6111 from on-campus

telephones or 648-4011 or 9-1-1 from off-campus telephones; Aiken Regional Medical Center's Emergency Department at 641-5000; or Aurora Pavilion at 641-5900; or Aiken Helpline at 2-1-1.

A variety of different issues can be addressed at the Counseling Center, including but not limited to:

- Time management
- Decision-making
- Communication skills
- Assertiveness training
- Building self-confidence
- Coping with depression and anxiety
- Relationship difficulties
- Drug and alcohol problems
- Conflict and anger management
- Sexual assault and/or harassment issues
- Dating or domestic violence issues

The Counseling Center shares expertise in the areas of human behavior and development through consultation and outreach services. The counselors are available to provide direct services to students, consultation for faculty and staff, or on a variety of emotional and/or academic concerns. Outreach efforts also include availability to make presentations on specific topics for classes, campus organizations, and other groups at the university upon request.

Disability Services

The Office of Disability Services seeks to assist students with disabilities in their college experience through an integration of on-campus services. A “qualified person with a disability” is defined as one who meets the academic and technical standards required for admission or participation in the post-secondary institution's programs and activities. Appropriate documentation from a medical and/or psychological or psychiatric professional is required. Accommodations are made to allow equal opportunity and access in courses, programs, and activities, including co-curricular activities. It is the student's responsibility to contact the Office of Disability Services regarding their individual needs. Accommodations may include:

- Use of the Assistive Technology Center
- Distraction Reduced Testing
- Extended Testing
- ASL Services
- Accessible Seating
- Priority Registration
- Accessible Parking
- Other services deemed appropriate

For further information, contact the Office of Disability Services by calling 803-643-6815 or stopping by the Assistive Technology Center, Room 134, Business and Education.

Student Health Center

USC Aiken has a Student Health Center (SHC) for the benefit of undergraduate students who become ill or sustain an injury while attending classes at USC Aiken. The Student Health Center is located in Room 106 of the Student Activities Center, located just past Starbucks, beside the student media room.

Services received in the Student Health Center are free of charge, prepaid as part of tuition. The Student Health Center does provide a few specialty services for which there are nominal charges. These include, but may not be limited to, tuberculosis skin testing, immunizations, and selective health physicals.

The SHC is staff by both Registered Nurses and Nurse Practitioners who provide primary care for common health problems. Nurse practitioners are specially educated registered nurses who have received an advanced practice degree in nursing at the graduate level with a specialized focus in assessment, diagnosis, and treatment of common illnesses and injuries of the college-aged student. USC Aiken's nurse practitioners treat those diagnoses frequently seen on college campuses. They are able to write prescriptions for medications (the student then takes the prescription to a local pharmacy) or orders for other services the SHC cannot provide, such as x-rays or lab work.

A student may come in with a complaint similar to:

- "It hurts when I swallow."
- "I was late for class, was running, and fell down the steps. I think I broke my ankle."
- "My whole body aches. I have been hot with the chills."
- "I have the worst headache ever. It especially hurts when I look at the lights or hear loud noises."
- "I threw up about six or seven times last night"
- "I have this rash on my back."
- "I haven't gone to the bathroom in over a week."

Students are encouraged to visit the Student Health Center if they have an illness or injury that they feel uncomfortable treating independently. A member of the USC Aiken nursing staff will guide the student through the healing process by assessing and diagnosing the problem, then providing the necessary treatment and follow-up care. There are times when a student's illness or injury might be more serious than the Student Health Center staff can handle. During these times the student will need to be referred to a community physician or hospital. For this reason students are encouraged to carry individual health insurance in order to assist with the referral process and financial burden. Students interested in purchasing student health insurance should visit <https://sc.myahpcare.com/> for more information.

The Student Health Staff also provides health promotion, health education, and disease prevention information for the campus. They coordinate activities to ensure the campus is up to date on all health issues confronting the campus and surrounding community.

University Housing and Residence Life

Living on campus allows students to have the opportunity of independence and privacy, while enjoying proximity to classes and activities, and the support and services provided by the University Housing and Residence Life staff. The professional staff and the Resident Mentors are dedicated to providing a variety of programs and activities.

USC Aiken students who wish to live on campus or have questions concerning housing should contact the University Housing office at 641-3790 or housing@usca.edu.

Student Life

Student Life strives to provide excellent opportunities to engage students outside of the classroom and get them involved in meaningful ways both on campus and in the community. There are many reasons why you should get involved while attending USC Aiken. First, it is an excellent way to develop important skills that are integral to being successful in the "real world." Second, research shows that being involved can make one's college years more fulfilling. Students who are involved tend to be more successful in college and beyond. Third, it is a great way for students to expand their horizons and experiences. Fourth, it looks good on a resume. Studies show that students who are involved tend to get better and higher paying jobs than non-involved students. Lastly, it is a lot of fun being involved, and it can make your college career more memorable and meaningful.

Student Life offers a variety of programs including:

- Community Service/Volunteerism
- Student Government Association
- International Programs
- Diversity Initiatives
- Student Media
- Pacer Union Board and Programming
- Greek Life
- Leadership Programs
- Pacer Fanatics
- Club Sports
- Cheerleading/Dance Team
- 90+ other student organizations

International Programs

The International Programs office seeks to support international students, encourage engagement in study abroad programs, and promotes inclusion of different cultures and ethnic groups on campus through programming and events.

The office provides services to international students prior to their arrival to USC Aiken with pre-departure information packets and student immigration advising. When international students arrive on campus, they attend orientations and workshops to help them transition and fully integrate into the USC Aiken community, and while they reside at USC Aiken with academic, social, and cultural guidance and advising.

The office also provides information to USC Aiken students on study abroad, work abroad, and volunteer abroad opportunities. The office works closely with faculty and staff to develop study abroad programs and opportunities for students and to assist faculty with international research and teaching projects.

Finally, the department strives to increase international awareness on campus and in the larger Aiken community through campus lectures, panel discussions, campus programming, cultural events, and through internationalizing the curriculum when appropriate.

The International Programs office is located in the Student Life office in the Student Activities Center.

Diversity Initiatives

In line with the core values of USC Aiken, the Office of Diversity Initiatives promotes a community that upholds equity, diversity, inclusivity, and belonging. This is achieved by cultivating opportunities to discuss difference, educating one another of our unique experiences, celebrating our differences as communal contributions, and advocating for the success of all.

The following is a sample of the resources and services available through the Office of Diversity Initiatives: campus and community-wide heritage/history month celebrations (Latinx, LGBTQIA+, (dis)Ability Status, Native American, African American, Women, Asian and Pacific Islander, and Arab American), diversity round tables, educational trainings and services, community outreach initiatives, cultural event celebrations (Martin Luther King Jr. Day Celebration, Holiday Fest), and much more! For more information about the Office of Diversity Initiatives and their programs, visit their office in the Student Life Office of the Student Activities Center (SAC). Visit the Office of Diversity Initiatives online at: <https://www.usca.edu/diversity-initiatives>.

Campus Services and Programs

Admissions Office

The Admissions counselors and staff offer assistance to students desiring information about the academic programs of the university. For information concerning admissions requirements and application procedures, stop by the Admissions office between the hours of 8:00 a.m. and 5:00 p.m. (Monday through Friday) or call to schedule an evening appointment.

Alumni Association

The mission of the USC Aiken Alumni Association is to serve, inform, and involve the alumni in the educational process of USC Aiken while supporting the interests of USC Aiken. The USCA Alumni Association encourages engagement and camaraderie among alumni, students, faculty, staff, and the community through ongoing social, educational, and professional programs and events. Activities are held on and off campus to help alumni maintain a connection with their alma mater. The association sponsors fundraising activities each year to benefit undergraduate scholarship funds. In addition, the association supports two endowments which provide scholarships for current students.

ATM

An ATM is located in the Student Activities Center near the Pacer Shoppe bookstore for your convenience.

Athletics

With the goals of both athletic and academic excellence, the Athletic Department at USC Aiken is a well-rounded intercollegiate program. USC Aiken is committed to fielding competitive athletic teams which are comprised of academically qualified student athletes. USC Aiken holds membership in the NCAA Division II and is a charter member of the Peach Belt Conference (PBC). The PBC—consisting of Augusta University, Clayton State University, Columbus State University, Georgia College, Georgia Southwestern State University, Lander University, Francis Marion University, University of North Carolina at Pembroke, University of North Georgia, Flagler University, Young Harris College, and USC Aiken—has conference championships in fifteen different sports. The “Pacers” compete on a conference, and national level in ten different sports. These sports are volleyball, men’s and women’s soccer, men’s and women’s cross-country, men’s and women’s basketball, softball, men’s golf, and baseball. Facilities are also a plus. The Roberto Hernandez Baseball Stadium is state of the art. The 3500 seat Convocation Center is among the finest in the Southeast. The Pacers also have lighted soccer and softball fields and a 10k on-campus crossing course.

Bookstore

Located in the Student Activities Center (SAC) near the SAC Café, the Pacer Shoppe is a competitive source for all course materials including textbooks, lab supplies, course packets, school supplies, and study aids. Operated by Follett Higher Education Group, the primary mission of the bookstore is to provide educational materials to students while fostering, enhancing, and supporting the academic and administrative goals of USC Aiken.

Money saving tips for purchasing course materials:

- Purchase used books whenever possible; used textbooks are less expensive than new textbooks and help conserve our environment.
- Purchase or rent your books as early as possible; more used textbooks are available and the bookstore is not as busy.
- Purchase or rent only the required materials before class. If a textbook is listed as optional to recommended, wait until after classes begin because you may not need this book.
- Sell your unwanted textbooks at the end of each semester. The Pacer Shoppe will buy books that have been re-adopted for the next semester, are in the current edition, and are not overstocked at the

bookstore. The Pacer Shoppe will offer the current wholesale value for all other books as determined by a national textbook buying guide.

Making your textbook shopping a little easier:

- Bring your class schedule or course syllabus with you to the bookstore to make certain you are getting books for the correct course number and section number.
- Avoid the crowd by shopping the bookstore during its less busy hours. The hours of 11:00 a.m. to 2:00 p.m. are the busiest during the first week of classes at the Pacer Shoppe.

Return policy:

The Pacer Shoppe offers refunds and exchanges

- An original sales receipt is required for all refunds and exchanges.
- Merchandise must be returned in the same condition as when purchased.
- The final day for textbook refunds will be posted in the bookstore and listed in campus publications each semester.
- No refunds are offered at any time for study outlines, unwrapped course packets, or magazines. Software and multi-media products are refundable in the original, unopened packaging only.
- Special orders are non-returnable.

Buyback policy:

Textbooks can be sold back during the last week of each semester if your book meets the following criteria:

- The textbook has been requested by the instructor for the upcoming semester.
- The book is in sellable condition.
- The book is needed by the Bookstore

Bookstore Hours:

Fall and spring semesters

Monday through Thursday, 7:45 a.m. to 6:00 p.m.

Friday, 7:45 a.m. to 5 p.m.

Summer sessions

Summer hours will be coordinated with the university's hours of operation.

There will be extended hours of operation at the beginning of each session.

For more information, contact the bookstore at 803-641-3457 or visit the website at

<https://www.bkstr.com/uscaikenstore/home>

Career Services

The Career Service Office is to assist all USC Aiken students and recent graduates with career-related concerns—choosing a career, choosing a college major, career planning, experiential learning, job search, and graduate school. Students are encouraged to start early and take advantage of the resources offered by the office.

Services offered to students include:

- Individual career coaching/advisement
- Career information including “What can I do with this major?”
(<http://whatcanidowiththismajor.com/major/>)
- Career assessments (Pathway U, StrengthsQuest, MBTI)

- Job vacancy listings for on-campus, off-campus, summer, internship, part-time, and full-time employment through Purple Briefcase (<https://app.purplebriefcase.com/pb/account/login?s=uscaiken>)
- Assisting with job shadowing, informational interviews, internship and cooperative education positions
- Resume and cover letter review
- Job search and interview assistance
- Preparation for graduate and professional schools
- Career events and programs

The Career Services office is located in the Penland Administration Building 108, 803-641-3440. Further information can be found at <http://web.usca.edu/career-services/>.

Center for Student Achievement

The Center for Student Achievement, located on the first floor of the Gregg-Graniteville Library, encourages the academic success of USC Aiken students by assisting them in developing educational plans, connecting them to campus resources, and promoting engaged learning and personal responsibility. Below are descriptions of some of the services in the department. More detailed information about these services, a full list of the free programs in the department, and other academic resources can be accessed at <http://www.usca.edu/csa>.

- **Academic Advisement**
The Center for Student Achievement helps connect USC Aiken students to their assigned advisor. Students are required to be advised prior to each registration period. While the advisor assists students in pursuing educational goals, it is ultimately the student's responsibility to ensure he/she is making progress towards degree completion.
- **Tutoring**
Tutoring is available in a number of content areas and courses. USC Aiken tutors are high achieving students with positive faculty references, and tutoring is free for enrolled USC Aiken students. To access a list of tutors available for the current semester, visit the Center for Student Achievement website.

Additionally, if students need assistance in a course that is not included on the list, they can complete a "tutor request" form on the website.

- **Academic Consultations**
The Center for Student Achievement offers academic consultations designed to assist students at any level. Students work one-on-one with professional staff members to improve time management, study skills, organizational skills, and other academic skills. Students can schedule an appointment using the "Academic Consultations" link on the website.

Visit the Center for Student Achievement on the first floor of the Gregg-Graniteville Library for more information.

Children's Center

The USC Aiken Children's Center offers child care for children of faculty, staff, students, and the community. It is licensed by the State of South Carolina, is nationally accredited by the NAEYC, and employs qualified teachers as well as students of the university. The Center is open twelve months a year. Full-time care is available for children ages six weeks through five years of age. Parents have easy access to their children and are assured of the highest quality care.

Computer Services

The mission of the Computer Services Division (CSD) is to provide students, faculty, and staff with the computing, networking, and voice communication tools necessary to support the academic and administrative goals of the university. The University of South Carolina Aiken and CSD are committed to providing a reliable, state-of-the-art campus computing environment.

USC Aiken's primary student computing resource lab is located in the Business and Education Building, suite 238. This area contains an open Windows and Macintosh computer lab as well as dedicated Macintosh and Windows classrooms. During the fall and spring semesters, CSD Help Desk personnel staff this area on Mondays through Thursdays from 8:00 a.m. until 9:00 p.m. and on Fridays from 8:00 a.m. to 5:00 p.m. During the summer, assistance is available on Mondays through Fridays from 8:00 a.m. to 5:00 p.m. Students have access to these facilities and most computing resources 24 hours a day, 7 days a week.

All academic computing is supported in the Windows and Macintosh environments.

Wired and Wireless network services through USC Aiken's state-of-the-art network provides gigabit wired connectivity and 802.11ac WiFi connectivity on campus. CSD manages several Windows servers providing the campus community with network printing, file sharing, and network applications. More information about CSD and the services it provides can be found at <http://www.usca.edu/csd>.

Dining Services

The university contracts with one of the country's premier food service operators to provide food services on campus and offers many dining options at USC Aiken including:

- The **SAC Café** is located in the Student Activities Center. It is a full service "all you care to eat" café featuring a fresh salad bar, made-to-order station, pizza, deli sandwiches, grilled entrees, and a comfort food station. (It operates for breakfast, lunch, and dinner with extended hours Monday through Thursday.)
- **The Station** is located in the Humanities and Social Sciences Building and offers gourmet coffee, fresh build-to-order subs, and much more. It is open for breakfast and lunch.
- **Starbucks Coffee** is located in the Student Activities Center and serves freshly brewed coffee, specialty drinks, and a variety of sandwiches, muffins, and pastries.
- **The Pacer Market** is located at Pacer Downs and serves snacks, supplies, and household essentials.
- **Scotty B's** is located in the Nursing Building and offers breakfast and lunch items.

All Housing students are required to have a meal plan. Freshman and sophomore students may choose from Meal Plans A, B or C. Sophomore students may choose from Meal Plans A, B, C, or D. Junior and Senior students may choose from Meal Plans A, B, C, or D. USC Aiken housing residents will sign up for a meal plan when they complete their housing application. All other students should sign up during the registration process. To activate their meal plan, all students must present a valid USC Aiken ID.

Resident Meal Plan Options

Meal Plans are an excellent way to ensure proper nutrition and budgeting. Additionally, they offer the best dining value. There is a meal plan to suit the needs of every student and everyone should consider purchasing a meal plan.

- Plan A: Unlimited meals plan - \$1,377.00 per semester. It provides unlimited full, hot meals in the cafeteria each week. This plan also offers a bonus \$100 in declining balance money, which may be used in any campus dining location.
- Plan B: 11 meal plan - \$1377.00 per semester. This plan provides 11 full, hot meals in the cafeteria each week. This plan offers a bonus \$300.00 in declining balance money, which may be used in any campus dining location.
- Plan C: 6 meal plan - \$1377.00 per semester. This plan provides 6 full, hot meals in the cafeteria each week plus \$600 in declining balance dollars.
- Plan D: Declining balance plan - \$740.00 per semester

All non-declining balance meal plans (A, B, or C) offer a breakfast meal equivalency which may be used in the H&SS Station between the hours of 7:30 a.m. and 11:00 a.m. as well a lunch meal equivalency which may be used in the SAC Café, H&SS Station, or Pacer Market between the hours of 11:30 a.m. and 4:00 p.m.

Commuter Meal Plan Options – Although anyone can purchase a residential meal plan, two meal plans have been designed specifically with the commuter student in mind.

- Block 30 - \$296 per semester. This meal plan provides 30 meals per semester and includes \$80 of declining balance dollars.
- Block 50 - \$459 per semester. This meal plan provides 50 meals per semester and includes \$125 of declining balance dollars.
- * **All meal plans are priced on a semester basis.** Meals and declining balance dollars do not roll over from semester to semester.
- ** **USC Aiken has partnered with a third party vendor who accepts declining balance dollars as a form of payment.** Our current vendor is Domino's Pizza.

Other Campus Dining Options:

Pacer cards are ideal for those students who are not required to purchase a meal plan, commuter students, faculty, staff, or as a supplement to an existing meal plan. Pacer Cards only cost \$40.00 but grant \$44.00 of purchase power. Pacer Cards may be purchased in the Business Services department located in the Penland Administration Building. When one card runs out, just stop by and purchase another. Meal Plan Options can be found at <http://web.usca.edu/housing/amenities/campus-dining.dot>.

Rates and meal plans may be subject to change.

Distance Education

A few classes for undergraduate credit and many classes for graduate credit are offered through USC's Distance Education. The course work is designed to meet the needs of traditional and non-traditional students, business professionals, and the community at large.

Credits toward graduate degrees in Business Administration, Education, Engineering, Journalism, Library and Information Science, Nursing, Public Health, and Social Work may be earned on the Aiken campus. Utilizing the entire range of educational technology, including closed circuit TV, DVD, and the internet, the residents of this region are able to take advantage of the resources of a much larger university without leaving the area.

For information, please go to the USC Distance Education website at <http://www.sc.edu/uis/de/index.html>

External Programs, Continuing Education, and Conferences

The Office of External Programs, Continuing Education and Conferences is responsible for internal and external event programs and reservations.

- External Programs
Please join the office of EPCEC as we host a variety of shows and events for various audiences through the community. Let us know how we can assist you with your large event—from wedding receptions, to concerts, to community shows.
- Continuing Education
The office of EPCEC provides professional development courses for individuals or for large businesses and organizations. The office of EPCEC will help you design customized programs to enhance

professional advancement that will provide continuing education units needed to further career requirements.

- **Conference Center**
Looking for a place to host an event, training, seminar, or conference? USC Aiken's office of EPCEC can host your company's next event. Our professional coordinators offer extensive support from booking through billing. We want to ensure that your event not only meets your goals, but also exceeds your expectations.
- **25Live Online Scheduling Software**
Our campus is equipped with the latest in scheduling capabilities to provide easy access to the scheduling of classrooms, boardrooms, and auditoriums to fit almost any event. The office of EPCEC provides oversight of the 25Live scheduling database and training for all users. For information about how to reserve a room on campus for your event, please contact Karen Edgington (karene@usca.edu) to create an account and for first-time user training.

Through the Office of External Programs and Continuing Education, and Conferences (EPCEC), the university offers a selection of certificate and non-credit learning opportunities for your personal enrichment and professional development which include:

- **Online Learning – Ed2Go Classes**
These certificate programs offer instructor facilitated online classes that you can complete from your home or office. These classes run for six weeks, with a two-week grace period at the end. There are many programs to choose from, such as Equestrian Online, Legal Studies, Business, Education, and Computers, just to name a few.
- **Project Management Preparation Course**
The office of EPCEC, in conjunction with the local PMI Aiken-Augusta Chapter, holds an in-class program to prepare for the Project Management Professional exam.
- **Academy for Lifelong Learning**
This program targets mature adults and provides an opportunity for seniors to explore many fascinating subjects, take day trips, and meet other seniors with similar interests.
- **McGrath Computer Learning Center**
This program offers computer classes tailored for adults of all experience levels which includes personalized instruction. The Learning Center holds open lab time where registered students can use computers to practice their skills or to work on individual projects.

Fees and Privileges

Tuition and fees are approved by the University of South Carolina's Board of Trustees and are included as part of the overall tuition paid by USC Aiken students, except as noted. Students enrolled for less than twelve hours pay the part-time rate, but have the same privileges as full-time students for these services and activities. Full-time fees are \$560 of the current full-time tuition, and part-time fees are \$46.67 of the current part-time per hour tuition.

- **Athletics** - \$238.00 per semester, \$19.83 per part-time hour. Eleven intercollegiate sports are partially funded through the athletic fee: men's and women's basketball, men's baseball, men's and women's tennis, men's and women's soccer, women's cross country, women's volleyball, women's softball, and men's golf.
- **Debt Service** - \$241.00 per semester, \$20.08 per part-time hours. This is a fee to pay off the remaining balance on the bonded indebtedness on certain construction and renovation projects for the campus.

- Health Fee - \$32.00 per semester; \$2.67 per part-time hour. This fee allows students access to a range of health services. Information about the services provided can be obtained in the Student Life & Services office located in the Student Activities Center.
- Renovation and Reserve - \$12.00 per semester; \$1.00 per part-time hour. This fee is used to fund maintenance and repairs to ensure sustainable and optimal utilization of campus buildings and property.
- Student Activities - \$32.00 per semester; \$2.67 per part-time hour). This fee is used to fund the operations of the Student Activities Center and to fund Student Government, student organizations, and the Pacer Union Board.
- Student Media - \$5.00 per semester; \$.42 per part-time hour. The funding for Pacer Times (student newspaper) and Broken Ink (literary magazine) are included in this fee.
- Parking and Security Fee - \$25.00 per semester. This separate fee is required of all students and includes a parking permit as well as security and parking lot maintenance.
- Technology - \$144 per semester; \$12.00 per part-time hour). This separate fee is used for the acquisition and support of information technology (including computers) on the campus.

Fees are subject to change. Fees listed above are for the 2019-2020 academic year.

Financial Aid

USC Aiken participates in an array of financial aid programs which consists of scholarships, grants, loans, and student employment opportunities. The Financial Aid office is located in Room 102 in the Penland Administration Building. For additional information, please visit the Financial Aid office or contact a financial aid representative at 803-641-3476, StuAid@usca.edu, or fax 803-643-6840.

Graduate Office

The Graduate Office coordinates the offering of graduate courses on campus. Graduate degrees offered at USC Aiken include the M.Ed. in Educational Technology and the M.S. in Applied Clinical Psychology. The Graduate Office is located in the Penland Administration Building, Room 101F.

ID Cards

All currently enrolled USC Aiken students are required to have a USCA ID card and have it in their possession while on campus. The ID card is an important item that allows access to university facilities and services and is designed to be checked by computer for validity. Certain services will be denied without the issued ID card. The ID card is a permanent card and is valid as long as a student is officially registered. The card is the property of USC Aiken and is intended solely for its use. It is not transferrable and must be returned upon request. Upon request of law enforcement, faculty, and staff students must produce and provide their USC Aiken ID.

Students are responsible for reporting lost or stolen cards promptly; otherwise, they may be liable for debts incurred through the use of the cards. Replacement cards cost \$25.00 and the charge will be billed through the Business Services office.

ID cards are valid only when a student is enrolled in classes. Should a student withdraw or be suspended during the semester, the card will no longer be recognized by the computer system. If a student leaves USC Aiken and later returns, the student will not need to have a new ID card made. By registering and paying fees, the computer will recognize the card as valid once again. Questions concerning the ID card system can be answered in the University Police Office.

The ID card also can be used anywhere on campus that Carolina Cash is accepted such as campus dining, Starbucks, vending machine, Laundry services, the Pacer Market, the Pacer Shoppe, and PacerPrint. You may add Carolina Cash to your ID card through Self Service Carolina (SSC) account or by visiting business services.

New Students: The ID card process is now completed through a new online process. Following the below listed steps will greatly reduce your time waiting in line. Complete these steps at least 72 hours prior to picking up your ID:

- Take a photo of yourself meeting the mandatory requirements*
- Go to <http://my.carolinacard.sc.edu> and log in using your VIP ID
- Complete the cardholder agreement
- Submit your photo by clicking "Photo Upload"
- You will receive a confirmation that the submitted photo was acceptable
- Retrieve your student ID from the University Police Department

*These photographs should be of the same quality and have the same characteristics required for driver's license, military identification, or passports. They should be taken with a solid background, you must be facing the camera, it must be a photo from head to shoulders, and it must be in color. Photographs will not be accepted if you are wearing a hat, sunglasses, halter top, sleeveless shirt, or bathing suit. The display of offensive language or inappropriate behavior will disqualify the photograph.

Instructional Services

The Instructional Services Center's mission is to deliver and set up equipment for faculty, staff, and students with effective audiovisual services in support of classroom instruction to meet educational requirements, to provide and to maintain telecommunications/satellite services campus-wide and to provide assistance in multimedia and audiovisual services to outside organizations using USC Aiken facilities as part of a community and public service program. The Instructional Services Center's main office is located in the Ruth Patrick Science Education Center.

Library

The faculty, support staff, and collections of the recently updated Gregg-Graniteville Library comprise an integral part of USC Aiken's instructional program. The following services and resources are available to all registered students:

Traditional and non-traditional library services:

- Reference and research assistance
- Active instruction and informational literacy programs
- Interlibrary loan system and PASCAL Delivers
- Self-service photocopying equipment
- Extensive website with links to Library services and resources

Library Technology

- Web-based catalog for all USC campuses
- Internet access terminals
- Wireless network access
- Multiple full-text databases
- Laptops and iPads for student use

An attractive, modern library facility

- Two-story 40,000 square foot building
- Print book and bound periodical collection of more than 150,000 volumes

- E-book collection of over 300,000 titles
- Print and e-journal access to over 29,000 periodicals and newspapers
- Official depository for United States government publications, South Carolina State documents, and the Department of Energy Public Reading Room collection. Over 11,000 documents in combined collections
- Houses both the Gregg-Graniteville Archives and Museum, and the USC Aiken Institutional Archives

Loan Period

- Four weeks for current USC system students
- One week for DVDs and CDs
- One week for iPads
- Reserve and inter-library loan materials' loan periods vary

Overdue Charges

- Overdue charges are 20¢ per day for non-reserve books with a four day grace period. There is no grace period for overdue interlibrary loan items and media items
- Overdue charges are \$1.00 per day for reserve items. There is no grace period.
- Overdue charges are \$1.00 per day for overdue PASCAL books. There is no grace period.
- Overdue charges are 10¢ per minute after the library closes for reserved "Library Use Only" items that leave the building.
- Overdue charges are \$6.00 per hour for overdue laptops.
- Overdue charges for are \$20... per day for iPads.

Hours of Operation:

Monday through Thursday: 8:00 a.m. to 12:00 a.m.

Friday: 8:00 a.m. to 5:00 p.m.

Saturday: 12:00 p.m. to 5:00 p.m.

Sunday: 2:00 p.m. to 12:00 a.m.

Hours of operation variations for holidays, intersessions, summer term, and exam periods will be posted.

Presentation of current bar-coded University ID card is required for check-out of materials, laptops, and study carrels.

Lost and Found

Lost and found items may be turned in or claimed at the University Police Department located at 805 Leadership Drive which is located in front of the Pacer Downs housing complex.

Math Lab

The missions of the Math Lab is to provide support for students enrolled in mathematics courses at USC Aiken and ultimately enable students to be successful in classes that use mathematics. This is accomplished by providing students with free peer tutoring in any freshman level and selected sophomore level mathematics classes. The Math Lab is located on the first floor of the Gregg Graniteville Library.

Registrar/Records Office

The office of the Registrar is responsible for a variety of ongoing services for the current student population at USC Aiken. This office registers all undergraduate students and keeps complete records of all transactions related to their enrollment.

The office gathers and records the grades for all undergraduate students and implements the university's suspension and probation policy by tracking and keeping all related records of students on suspension and probation. Other services pertaining to a student's permanent record include name and address updates and proper recording and filing of all academic decisions and exceptions on students.

Students wishing to graduate from USC Aiken must complete a degree application available in the office of the Registrar no later than the published date for that semester.

This office provides an academic calendar used by the entire university and also produces the USC Aiken Bulletin and the master schedule of classes. Room scheduling for campus functions is handled in this office as well.

The Registrar's office also provides Self Service Carolina (SSC), which is a web system for students to use in registration and financial transactions. Students can access SSC from anywhere they have internet access. SSC is also the only means by which students receive grades. The address <http://my.usca.edu/> provides instructions on how to set up and use this type of account.

Students and alumni can also request official transcripts of their courses and grades by going to www.usca.edu and in the "A to Z" index, click on the "T" for transcripts.

University Publications

USCA Bulletin – Available online at <https://www.usca.edu/registrar/program-bulletins>, it lists the academic programs of study, general university rules and regulations, admission policies, information on student activities, and other comprehensive information about USC Aiken.

USCA Magazine – Annual magazine published by the University Advancement office containing news and feature articles about faculty, staff, students, and alumni.

Student Handbook – Resource guide available online at <https://www.usca.edu/student-life-and-services/handbook/file> which includes student rights and responsibilities, policies, and services.

Master Schedule of Classes – Available online through SSC, it lists the academic calendar, information concerning registration and withdrawal procedures, the university's refund policy, and the final exam schedule.

Stall Wall Weekly/Café News – Published weekly by the Student Life office, they include information on campus events for the week.

Veteran and Military Student Success

The mission of the Office of Veteran and Military Student Success (VMSS) is to champion veterans, Service Members, and the family members of our country's Armed Forces in their educational pursuits as they transition from their military service through the university, and on to becoming vital community members. It is our desire to provide nationally recognized education and holistic transition support that will deliver to the local, national, and global workforce, a generation of military veterans who are solid thinkers and leaders.

Our vision is to best position veteran and military students to achieve their educational, career, and life goals.

The VMSS Center is a centralized transition and resource hub, designed to offer students the holistic support and assistance they need to navigate the often-murky waters of transition into the civilian world. The VMSS Center is located in Penland 107 and is open to all veteran and military students. The center is a great place to study or hangout between classes or learn more about your benefits and overall transition.

The Veteran and Military Student Success team vision is “To best position veteran and military student to achieve their education, career, and life goals.” We do this by following actions:

- Pre-orientation relationship building through student to student support (VA/DOD/State Education and training benefits, admissions, enrollment, transcripts, education/career building, and transition concerns)
- Veteran and Military Student Success specific orientation
- VA Education (GI bill)/DoD tuition assistance training enrollment/certification/optimization
- Transition support (VA support, e-benefits, My HealtheVet, and Veteran Success Advocate support services)
- Veterans to Careers
- Veteran and Military Student specific scholarships
- Veteran Honor Society
- USC Aiken student veteran organization

The University's Office of Veteran and Military Student Success hosts a professional team that provides a conduit to benefits, opportunities, networking, and best practices for a successful military to community transition. Current USC Aiken veteran/military students are an essential element establishing partnerships with incoming students through a student-to-student connection process. The University Student Veteran organization holds a great role in upper level veteran and military students mentoring new or incoming students.

The School Certifying Official (SCO) supports the overall Veterans and Military Student Success mission with excellent customer relations and strong teamwork. The School Certifying Official is a representative of the Veterans and Military Student Success office authorized to sign and submit Department of Veterans Affairs documents verifying a veteran and/or military member (beneficiary's) enrollment change in status, receipt of advance payment, and any other circumstances that affect the amount or duration of education assistance benefits.

Requesting Certification:

Students who receive or are eligible for VA/DOD/State education and training benefits must initiate their own requests for certification for their classes each semester to the School Certifying Official. To ensure the School Certifying Official processes VA education benefits accurately and timely, the student's participation in the certification process is paramount. Students are responsible each semester to submit (3) documents to certify their VA Education and Training Benefits:

1. Certification Request Form (CRF)
2. Semester Concise Student Schedule
3. Advisement Form signed by the student's advisor or Degree Works Advisement Notes. The advisement form or Degree Works Advisement Notes must indicate the coursework on the concise student schedule are part of the student's degree plan.

The CFR is your formal request the School Certifying Official to process your VA Education and Training benefit. A student may obtain the certification request form by visiting the Veteran and Military Student Success center or via an email request sent to VMSS@usca.edu.

It is also the student's responsibility to:

- Utilize VA education and training benefits for those courses and electives, which are required for the student's degree as stated in either the USC Aiken undergraduate or graduate academic bulletin.
- Notify the USC Aiken Veteran and Military Student Success staff within five (5) business days of any changes in his/her degree program or projected semester hours (drops/add/withdrawals/major changes) by providing an updated schedule and, if added a course, an updated advisement form.

- Understand the School Certifying Official will certify the student to the VA only after the student has completed/renewed the Veteran and Military Student Success Certification Request form and other relevant forms.

The USC Aiken school certifying official is located in the Veteran and Military Student Success Center, Penland 107. For more information, contact 803-643-6767 or vmss@usca.edu

Writing Center

The mission of the Writing Center is to provide an open teaching and learning environment for the collaborative discussion of writing so that students may become more aware and independent writers. Writing consultants come from a range of disciplines and are formally trained to provide feedback during all phases of the writing process. The Center Room is located in H&SS, Room 112.

Safety at USC Aiken

USC Aiken is concerned about safety issues for all students. The Student Right to Know Act gives all interested parties information concerning on-campus safety and crime.

Annual crime statistics are updated annually and posted at: <http://www.usca.edu/university-police/campus-crime-statistics.dot>

University Police

The University Police office is located at 805-B Leadership Drive in front of Pacer Downs. The USC Aiken campus is staffed 24 hours a day, 7 days a week by state-commissioned police officers. These officers are responsible for protecting members of the campus community, enforcing the law, and maintaining the physical security of the campus. The officers also attempt to deter crime through the application of crime prevention techniques and high visibility. For information go to <https://www.usca.edu/campus-safety>.

The office provides many services to the campus community including:

- Criminal investigations
- Parking lot assistance
- Escorts
- Lost and Found
- Emergency phones
- Enforcement of university rules
- Enforcement of all state and local laws
- General information and assistance
- After hours building entry assistance
- Police reports
- First Responder medical assistance
- Issuance/replacement of ID cards
- Issuance of vehicle decals

University Police may be reached by dialing 6111 on-campus, 803-648-4011 off-campus, or by using one of the emergency call boxes located around campus.

Emergency Telephones

Emergency telephones are provided at multiple locations on the campus. These devices provide direct access to University Police at all times. Additionally, University Police may be reached by dialing 6111 from any on-campus phone or 803-648-4011 from any other phone. It is also recommended that you download the Alertus app if you have a smartphone for easy access to University Police in case of an emergency. To sign up go to <https://www.usca.edu/help-desk/emergency-notifications?view=topic&id=15>.

Escorts

To ensure safe passage to and from vehicles, university housing, classes, and buildings on campus, University Police officers will serve as escorts upon request. Students desiring this assistance should request it by calling University Police at 648-4011 or 6111 from an on-campus telephone or from one of the emergency phones located throughout the campus.

Cameras

Security cameras are located across campus. As areas are identified, additional cameras are added. The cameras can be monitored in the police department as well as patrol cars.

Off-Campus Housing

If off-campus housing is being considered, students and parents should be aware that Aiken County is served by three separate law enforcement departments, with jurisdiction determined by the location within the City of Aiken, the City of North Augusta, or the balance of the County, which is served by the office of the Sheriff of Aiken County.

Please contact rental agents for the County or City emergency numbers that might be helpful such as fire, police, and hospital. In addition, USC Aiken strongly suggests that all students considering off-campus housing contact the appropriate law enforcement department for specific crime and safety information about the residential areas under consideration.

Local Law Enforcement Contact Points

Aiken County Sheriff's Office

803-642-1761 or 911 for emergencies – www.aikencountysheriff.org

City of Aiken Public Safety

803-642-7620 or 911 for emergencies - www.adps.aiken.net

City of North Augusta Public Safety

803-279-2121 – www.northaugusta.net

Student Judicial Process

The University of South Carolina Aiken, as an institution of higher education, accepts its obligation to provide for its students, faculty, and staff an atmosphere that protects and promotes its educational mission and guarantees its effective operation. To accomplish these goals, the university requires certain standards of conduct. All students, faculty, and staff at the university share the responsibility to respect:

- The fundamental rights of others as citizens;
- The rights of others based upon the nature of the educational process;
- The rights of the institution;
- The rights of everyone to fair and equitable procedures for determining when and upon whom sanctions for violations of University standards should be imposed.

The Student Judicial Policy is the essential component in guaranteeing due process for students at the University of South Carolina Aiken. This policy describes procedures for addressing: 1) Violations of the Academic Code of Conduct; and 2) Violations of the Non-Academic Code of Conduct, including violations by student organizations. Each of these processes is addressed in a separate section of this document. Procedures for redress in cases of sexual harassment are outlined in the USC Sexual Harassment Policy, which can be found at www.sc.edu/policies/eop102.html. Paper copies can be obtained from the Human Resources office.

Definitions

Class Day

A class day is any weekday in which the university is in session according to the academic calendar. If the student is unable to meet stated deadlines due to the end of the semester or due to the summer school schedule, the student must, within ten (10) days of receipt of notification of being charged with a violation of the Academic or Non-Academic Code of Conduct, notify the appropriate Judicial Officer or Chair of the University Judicial Board that he/she intends to file a formal response to the charge when classes resume at the beginning of the next full semester.

Delivery of Written Notice

After the initial investigation of charges, all written communication with the student in the judicial process must be delivered either by certified mail, via email, or delivered in person, with a signed and dated acknowledgement of receipt, or electronic notice delivery.

Hearing Officer

A hearing officer is a professional staff member designated by the Non-Academic Judicial Officer to adjudicate minor violations of the non-academic student code of conduct. Hearing officers include, but are not limited to, the Assistant Vice Chancellor of Student Life, Associate Director of Student Life, Assistant Director of Campus Recreation and Wellness, and the Director, Associate Director, and Community Coordinators in University Housing.

Judicial Officers

Academic Judicial Officer

The Executive Vice Chancellor for Academic Affairs designates the Assistant Vice Chancellor for Academic Affairs as the Judicial Officer for violations of the Academic Code of Conduct. The Office of Academic Affairs implements policies and procedures related to violations of the Academic Code and the imposition of sanctions in an efficient, consistent, fair, legal, and educationally meaningful manner.

Non-Academic Judicial Officer

The Vice Chancellor for Student Affairs designates the Associate Director of Student Life as the Judicial Officer for violations of the Non-Academic Code of Conduct. In cooperation with other appropriate bodies, the Non-Academic Judicial Officer implements policies and procedures related to conduct

violations and the imposition of sanctions in an efficient, consistent, fair, legal, and educationally meaningful manner.

Judicial Procedures Advisor

A Judicial Procedures Advisor is a faculty member who serves as an advisor to an accused student or student organization. The Judicial Procedures Advisor is an ex-officio participant in any student disciplinary procedure. The Judicial Procedures Advisor will maintain an objective position in advising the student or student organization. The Judicial Procedures Advisor is not an advocate who sides with either principal party involved in the disciplinary procedure but rather an advisor to guide the student in the procedures and in the unbiased collection of evidence to be used at a hearing, if such is necessary.

Preponderance of the Evidence

The preponderance of the evidence is a standard of proof that indicates that the evidence provided shows that “more likely than not” a violation occurred. (This is often referred to as the 50% plus 1 rule.)

Presenting Party

The presenting party is/are the individual(s) who brings forth charges of alleged violations of the USC Aiken Student Code of Conduct. For the Academic Code of Conduct, this will generally be the faculty member teaching the course in which the alleged violation occurred. For the Non-Academic Code of Conduct, the presenting party will generally be the non-academic judicial officer; however, depending on the nature of the alleged violation, another faculty or staff member may be designated.

Student

For the purpose of this policy, a “student” is defined as any person who is admitted, enrolled, or registered as a student at USC Aiken for any academic period. In addition, persons who are not officially enrolled for a particular term but who have a continuing student relationship with, or an education interest in, USC Aiken are considered “student.” A person shall also be considered a student during any period following the end of either a spring or fall semester that the student has completed until the last day of registration for the next succeeding semester. A person shall also be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning of school including, but not limited to, orientation, placement testing, and residence hall check-in.

University Judicial Board

The University Judicial Board is a group of students and faculty who review cases in which there are alleged violations of the Academic or Non-Academic Code of Conduct in an effort to determine if a violation(s) took place and, if so, the appropriate sanction(s) that should be assigned.

Disciplinary Procedures for Violations of Academic Integrity (Academic Code of Conduct)

Academic Integrity

Academic integrity is the guiding principle of all aspects of the educational process. It is defined as respect for one’s own work and for the work of others. By becoming a member of the University of South Carolina Aiken community, each individual agrees to abide by this principle. The principle of academic integrity and all procedures supporting it shall be referred to as the “Academic Code of Conduct.” It is the responsibility of every student at USC Aiken to be familiar with the “Code” to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic requirements. Academic requirements are defined as works submitted for academic progression or graduation or any graduate or undergraduate course work. Any student who violates this principle, attempts to violate it, or who knowingly assists another in violating it shall be subject to discipline.

As members of the USC Aiken community, it is also the responsibility of every student, faculty, and staff member to report violations of academic integrity to the faculty member in whose course these violations took place or to another person of authority such as a department chair/school head. The principle of

academic integrity prohibits all forms of academic dishonesty—including cheating, lying, bribery, and plagiarism. The following examples illustrate conduct that violates academic integrity, but this list is not exhaustive.

- Giving or receiving unauthorized assistance, or attempting to give or receive such assistance in connection with the performance of any academic work.
- Unauthorized use of materials or information of any type or the unauthorized use of any electronic or mechanical device in connection with the completion of any academic work.
- Unauthorized use of any portable electronic device unless required for the course during a test period without consent of the instructor.
- Access to the contents of any test or examination or the purchase, sale, or theft of any test or examination prior to its administration.
- Use of another person's work without proper acknowledgement of source; i.e. plagiarism.
- Intentional misleading of any person in connection with any academic work including the scheduling, completion, performance, or submission of any such work.
- Offering or giving any favor or thing of value for the purpose of influencing improperly a grade or other evaluation of a student in an academic program.
- Conduct intended to interfere with an instructor's ability to evaluate accurately a student's competency or performance in an academic program.

Only the appropriate faculty member can “authorize” assistance, use of materials, etc.

Whenever a student is uncertain as to whether conduct would violate academic integrity, it is the responsibility of the student to seek clarification from the appropriate faculty member prior to engaging in such conduct.

Honor Pledge

As a commitment to maintain academic integrity and accept academic responsibility, the following statement should appear on all major examinations and assignments:

“On my honor as a University of South Carolina Aiken student, I have completed my work according to the principle of academic integrity. I have neither given nor received any unauthorized aid on this assignment/examination.”

Signed and Dated _____

Student Responsibility

- To conduct all academic work within the letter and the spirit of academic integrity, which prohibits giving or receiving unauthorized aid in all academic endeavors.
- To sign the Honor Pledge on all graded academic work certifying that no unauthorized assistance has been received or given in the completion of the work.
- To consult with faculty and other sources to clarify the meaning of plagiarism and to learn the recognized techniques of proper attribution of sources used to prepare assignments.
- To consult with faculty to identify allowable resource materials or aids to be used during examinations or completion of any graded work.
- To maintain the confidentiality of examinations by divulging no information, directly or indirectly, to another student who has not yet taken that same examination.
- To report observed academic integrity violations in a timely manner. When possible, violations should be reported to the faculty member in whose course these violations took place.

Classroom Behavior

It is the instructor's right to remove from the classroom any student who disrupts or disturbs the proceeding of the class. Disruption of the class includes, but is not limited to, the use of any portable electronic devices, including cell phones, MP3 players, iPods, etc. unless prior approval has been given to a student or unless required for the course. In extreme cases the faculty member can request assistance from University Police. If the student who has been ejected causes similar disturbances in subsequent meetings of the class, he/she may be denied admittance to the class for the remainder of the semester and assigned a grade of F.

Consequences for the Violation of Academic Integrity

- If the violation pertains to an assignment in a course, the faculty member teaching the course in which the violation occurred may assign a "0" on the assignment or an "F" in the course.
- If the violation pertains to a non-course degree requirement (Junior Writing Portfolio, Praxis Exam, etc.), the student may fail to receive credit for the degree requirement for which the violation occurred. The consequence for the violation of a non-course degree requirement may be imposed by the appropriate department chair/dean.
- In addition to the consequences listed above, the faculty member or department chair/dean has the right to refer the violation to the University Judicial Board for possible disciplinary penalties.

These penalties include:

Expulsion – Dismissal from the university without the possibility of re-admittance.

Suspension for a period of time – Denial of enrollment, attendance, and other privileges at the university for a specified period of time. Permission to reapply for readmission upon termination of the period may be granted with or without qualifications.

Sanction – Sanctions may include, but are not limited to, attendance at or participation in a program or community service, program development, and researching and writing a paper on a topic related to the violation.

The three consequences listed above may be imposed by the University Judicial Board or at higher levels in the judicial process. Nothing in these procedures, including the imposition of any disciplinary penalty, shall be interpreted to limit the academic authority of an instructor to determine an appropriate grade for a student who has violated the academic code of conduct. If an instructor determines that because of academic dishonesty a student's performance in an academic program merits a grade reduction or a failing grade, the instructor's authority to award an appropriate grade is not limited by the imposition of any penalty under this section.

Record of Violations

Violations are recorded as follows:

When a faculty member assigns a student an "0" or "F" for a violation as the final grade of record on an exam, assignment, or requirement of an "F" in the course, the faculty member must notify the student within ten (10) class days of assigning the grade through a letter delivered as specified under the definition of delivery of written notice. The letter must state the violation, the sanction imposed and the student's right to appeal. A copy of said letter, including documentation of the violation (e.g. copies or tests, papers, etc.) will be sent to the Assistant Vice Chancellor for Academic Affairs (AVCAA). The AVCAA will, in turn, send a copy of the incident letter to the alleged student's academic advisor. The AVCAA will request a meeting with the alleged student via formal letter, which is sent to the student via email.

Recurring Violations of Academic Integrity

To insure that students do not continue to violate academic integrity, confidential files for violations shall be maintained by the office of Academic Affairs and a University Judicial Board hearing shall be held upon the accumulation of three violations. The purpose of the University Judicial Board hearing is to consider the

pattern of a student's behavior. When three violation letters have been received, the Academic Judicial Officer shall:

- Request a hearing by the University Judicial Board. The request must be made within ten (10) class days from receipt of the third letter;
- Notify the student in writing of the request and deliver letter as specified under the definition of delivery of written notice; and
- Forward these letters to the chair of the University Judicial Board for use during the hearing.
- The receipt of any subsequent letter charging the student with a violation of academic integrity would prompt another hearing by the University Judicial Board.

Due Process for Cases of Alleged Violations of Academic Integrity

Faculty Options

After imposing one of the “consequences for the violation of academic integrity,” the faculty member or department chair/dean may also seek further sanctions within ten (10) days by requesting a hearing by the chair of the University Judicial Board and by informing the student by delivering the letter as specified under the definition of delivery of written notice, with a copy to the unit head of the request for a hearing.

If the request is made by the faculty member, a copy of the letter will be sent to the faculty member's department chair/dean and to the department chair/dean for the student's major.

Student Options

A student may accept the penalty imposed by the faculty member for violating academic integrity or he/she may appeal the penalty to the University Judicial Board. The student must request a hearing by the University Judicial Board in writing. The student's written request for a hearing should be sent by certified mail or hand-delivered to the academic judicial officer. Such a request must be submitted within ten (10) class days of being made aware of a penalty for violating academic integrity.

Judicial Board Hearing

Any of the following actions will initiate a University Judicial Board hearing:

- Request by faculty member
- Appeal by student
- Request by Academic Judicial Officer upon the receipt of the third and of any subsequent violation letter.

The University Judicial Board may impose disciplinary penalties, confirm previously imposed penalties, or dismiss all allegations regarding academic dishonesty. The University Judicial Board cannot alter or reverse a faculty member's imposed penalty (i.e. grade). In the case of a student appeal of a faculty imposed penalty, the University Judicial Board may not impose a penalty stronger than the initial one.

Procedures

(See information regarding Administrative Hearings and Hearings of the University Judicial Board.)

Appeal Options following University Judicial Board Decision

- The faculty member or student may accept the decision of the University Judicial Board (case closed) or disagree and appeal the case to the Executive Vice Chancellor for Academic Affairs. The faculty member or student must file a written request with the Executive Vice Chancellor and deliver the letter as specified under the definition of delivery of written notice within ten (10) class days after receiving the decision of the University Judicial Board.

- The Executive Vice Chancellor's decision to uphold or overturn the University Judicial Board's decision, based upon a review of the evidence, must be returned within ten (10) days. The Executive Vice Chancellor may or may not summon any principal in the case. The Executive Vice Chancellor may either confirm or reverse the decision of the University Judicial Board, or may alter the sanctions specified by the University Judicial Board. In the case of a student appeal, the Executive Vice Chancellor may not impose a penalty stronger than the sanction specified by the University Judicial Board. A written report of the Executive Vice Chancellor's decision will be delivered as specified under the definition of delivery of written notice to the student, and to the faculty member and unit head directly involved in the appeal. Copies of the report will also be sent to the department chair/dean.
- If the faculty member or student is not satisfied with the decision, he/she may take the case to the Chancellor of USC Aiken. The faculty member or student must file a written request with the Chancellor and deliver it as specified under the definition of delivery of written notice within ten (10) class days after receiving the decision of the Executive Vice Chancellor for Academic Affairs.

The Chancellor will review all materials pertaining to the hearing and arrive at a decision within ten (10) class days. The Chancellor may or may not summon any principal in the case. The Chancellor may either confirm or reverse the decision of the Executive Vice Chancellor, or may alter the sanctions. In the case of a student appeal, the Chancellor may not impose a penalty stronger than the sanction specified by the Executive Vice Chancellor. A written report of the Chancellor's decision will be sent to the Executive Vice Chancellor for Academic Affairs, the faculty member, the unit head, and the student (delivered as specified under the definition of delivery of written notice) directly involved in the appeal.

Academic Penalty

At the conclusion of a case, after all appeal options have been exhausted by both parties, if the student is found not responsible for violating academic integrity, the Executive Vice Chancellor for Academic Affairs will advise the faculty member to reassess the academic penalty (i.e. grade) within ten (10) class days and will notify the faculty member that he/she may be in an untenable legal position if he/she elects not to do so. The faculty member's reassessment of the academic penalty may or may not result in a different grade, depending on the quality of the student's performance on the assignment in question.

Final Disposition

The Executive Vice Chancellor for Academic Affairs will be responsible for implementing sanctions imposed by the University Judicial Board or any level higher in the appeals process. The Executive Vice Chancellor will also inform the Registrar's office if the sanctions require any restrictions on the student's future enrollment. The Executive Vice Chancellor will keep records of all foregoing procedures in a confidential file.

Disciplinary Procedures for Non-Academic Violations (Non-Academic Code of Conduct)

Introduction

- The discipline system extends and applies the general principles of the Statement of Student Rights and Freedoms within the academic community to specific actions and responsibilities of students and student organizations at the University of South Carolina Aiken. It accepts the proposition that "academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society, and that free inquiry and free expression are indispensable to the attainment of these goals."
- As such the University strives to maintain an educational community which fosters the development of students who are ethically sensitive and responsible persons.
- The University of South Carolina Aiken strives to protect this educational community and to maintain social discipline among its students. Consistent with its purposes, reasonable efforts will be made to

foster the personal and social development of those students who are held accountable for violations of university social regulations.

- The purpose of this document is to set forth the specific authority and responsibility of the university in maintaining social discipline, the educational process of determining student and student organization accountability for violating the regulations, and the proper procedural safeguards to be followed in this process to insure fundamental fairness and protect the students and student organizations from unfair imposition of serious penalties and sanctions.

Application of Laws and Regulations

- Students should be aware that educational institutions are not sanctuaries beyond the reach of the criminal laws of the communities and states where such institutions exist. While the rules and regulations of the University of South Carolina Aiken are not meant to duplicate general laws, there are some aspects in which the lawful interest of the institution as an academic community coincide with the broader public interests treated in general laws. Students who commit offenses against the laws of municipalities, states, or the United States, are subject to prosecution by those authorities and may be subject to disciplinary action under university rules when their conduct violates institutional standards.
- Students, no less than other citizens, are entitled to be secure in their persons, lodgings, papers, and effects against unreasonable searches and seizures. Searches and seizures by law enforcement personnel incident to investigations or arrests and conducted only under proper warrant. This does not prohibit normal inspections of facilities for maintenance, health, or safety purposes. Note: University Housing policies allow for the entrance and inspection of student housing units if there is reason to believe that a violation of law or university policy exists, or for life safety and/or emergency circumstances.
- Students enjoy the same freedoms of speech and peaceable assembly as all citizens, but they are under certain legal obligations in the exercise of these freedoms by virtue of their membership in the university community. Expression may be subjected to reasonable regulations of time, place, number of persons, and form under established regulations. Expression in the form of action that materially interferes with the normal activities of the institution or invades the rights of others is prohibited. The university is pledged to protect lawful exercise of the rights of free speech and assembly and will invoke appropriate legal and disciplinary sanctions when necessary in the pursuit of this goal.
- Students who are apprehended and charged by law enforcement agencies with felony criminal conduct on or off campus are required to inform the Assistant Vice Chancellor for Student Life within five days.
- The standard of proof required in university judicial processes differs from that required in criminal judicial processes. In university judicial processes, the standard of proof required to find a person responsible for a violation is that of the **preponderance of the evidence**. That is, if the evidence provided indicates that “more likely than not” the violation occurred, the student will be held accountable for that violation.

Authority and Responsibility

- Responsibility for good conduct rests with students as individuals. All members of the university community are to use reasonable judgment in their daily campus life and to show concern for the welfare and rights of others.
- The Board of Trustees is the governing body of the university and the power of the President, the Chancellor, and the faculty are delegated by the Board in accordance with policies. The faculty, subject to review by the Chancellor, the President, and the Board of Trustees, has legislative powers in all matters pertaining to the discipline of students and student organizations.
- The Vice Chancellor for Student Affairs is responsible for the judicial system that adjudicates violations of the Non-Academic Code of Conduct. The Vice Chancellor delegates responsibility for the day-to-day operation of the Non-Academic Code of Conduct to the Assistant Vice Chancellor of Student Life, who

serves as the Non-Academic Judicial Officer. The Non-Academic Judicial Officer has designees, referred to as Hearing Officers, for specific cases. These Hearing Officers include, but are not limited to the Director, Associate Director, and Community Coordinators in University Housing, the Associate Director of Student Life, and the Assistant Director of Campus Recreation and Wellness. Mental Health Disturbances—Instances of student behavior that may be the result of a mental health disturbance that require specific consideration and action.

- Student Government, as an elected and representative voice of the student body, has the right to comment on any proposed changes pertaining to the discipline of students.
- The Campus Life Committee has the right to propose changes to the Non-Academic Code of Conduct, when appropriate. A report will be submitted to the Campus Life Committee in the fall of each year detailing, without student names, the following: the behaviors which led to disciplinary action, the type of hearing, the decision of the hearing authority including any sanctions, and general demographic data and student status for the student(s) charges.

General Student Conduct Regulations

- This section establishes the rules and regulations all students of the University of South Carolina Aiken are expected to follow under the duty and corollary powers inherent in educational institutions to protect their educational purposes through the setting of standards of student conduct and scholarship and through the regulation of the use of university facilities.
- Students have a right to expect enforcement of these rules and regulations. The university also has the right to expect students to abide by them as befits the responsibilities of students as members of the university community. Knowledge of these rules and regulations can prove beneficial to students in utilizing and protecting their guarded rights. It is important to add, however, that unfamiliarity with institutional regulations or rules is no ground for excusing infractions.
- Scope of Application—The university may take disciplinary action for a violation of the Non-Academic Code of Conduct when the offense takes place on university premises or at university sponsored, endorsed, supported or related events which occur off campus. The university may also take disciplinary action for off-campus offenses that are not related to the university when failure to do so is likely to interfere with the educational processes or orderly operation of the university, or endanger the health, safety, or welfare of the university community.
- Conduct Regulations of the Non-Academic Code – The following statements constitute the official record of all general conduct rules and regulations at the University of South Carolina Aiken. Students are expected to abide by these regulations and administrators are expected to enforce them. These regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms. Additional rules and regulations may be promulgated during the year; announcements will be made upon adoption of the changes or additions.

Note: Attempting, abetting, or being an accessory to any act prohibited by the General Student Conduct Regulations shall be considered the same as a completed violation.

- Mental Health Disturbances – Instances of student behavior that may be the result of a mental health disturbance require specific consideration and action. The Vice Chancellor for Student Affairs, in consultation with the Behavioral Intervention Team (BIT), the Chancellor and others deemed appropriate, will assess and treat as unique to each student's behavior and determine if administrative action is warranted. The university may take the following actions in response to instances of student behavior where there is reason to believe the conduct is the result of a mental disturbance or the behavior poses a threat of physical harm to the individual or others; counseling, referral for evaluation, remediation, therapeutic treatment, disciplinary action, voluntary or involuntary withdrawal, or other action deemed appropriate. Please reference the website for more information about BIT (<http://www.usca.edu/behavioral-intervention-team>).

Conduct Regulations of the Non-Academic Code of Conduct

The following statements constitute the official record of all general conduct rules and regulations at the University of South Carolina Aiken. Students are expected to abide by these regulations and administrators are expected to enforce them. These regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms. Additional rules and regulations may be promulgated during the year; announcements will be made upon adoption of the changes or additions.

Note: Attempting, abetting, or being an accessory to any act prohibited by the General Student Conduct Regulations shall be considered the same as a completed violation.

1. Non-Compliance with General Laws

Students involved in violations of any federal, state, or local laws may be subject to disciplinary action. Any disciplinary action imposed by the university may precede and be in addition to any penalty imposed by an off-campus authority. Students who are apprehended and charged by law enforcement agencies with felony criminal conduct on or off campus are required to inform the Assistant Vice Chancellor for Student Life.

2. University Policies and Procedures

Failure to abide by any published university policy or procedure is prohibited, including, but not limited to the following policies:

- Sexual Assault, <http://www.usca.edu/cc/policies/sexual-assault-policy.dot>
- Sexual Harassment, www.sc.edu/policies/eop102.html
- Racial Harassment, <https://www.usca.edu/student-life-and-services/handbook/file> p. 62
- Use of Alcohol, <http://www.usca.edu/policy/policy-index/student-affairs/astaf-104.dot>
- Use of Drugs, <http://www.usca.edu/policy/policy-index/student-affairs/astaf-107.dot>
- Hazing, <https://www.usca.edu/student-life-and-services/handbook/file>, p. 70
- Social Media, www.usca.edu/policy/policy-index/information-technology/ait-112.dot
- Responsible Use of Data, Technology, and User Credentials, <http://www.sc.edu/policies/ppm/univ152.pdf>
- Student Email, www.usca.edu/policy/policy-index/information-technology/ait-108.dot

3. Harassment/Bullying

Conduct that creates or attempts to create an intimidating, hostile, or offensive environment for another person or group is prohibited. Conduct that is directed against a student or group of students based on their race, color, national origin, religion, sex, gender, age, disability, sexual orientation, genetics, or veteran status that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual or group to participate in or benefit from the programs, services, and activities provided by the university, is prohibited. Such conduct includes, but is not limited to, action(s) or statement(s) that threaten harm or intimidate a person, or any other form of unwanted contact either in person or through technology.

4. Disorderly Conduct

Individual or group behavior which unnecessarily disturbs individuals or groups is prohibited. Such conduct includes, but is not limited to, physical assault or threat of assault, hazing, and boisterous conduct which is unreasonable in the area, time, or manner in which it occurs.

5. Disruptive Activity

No person may interfere with or disrupt the normal activity and operations of students, faculty, administration, or staff of this institution or its buildings or facilities. Any form of expression that materially

interferes with such activities and operations or invades the rights of persons may be proscribed or prohibited.

Note: To remain in the vicinity of activity which threatens to disrupt or is disrupting normal university functions may have serious legal and disciplinary implications. Bystanders as well as more active participants in the disruptive activity may be charged with jointly engaging in an enterprise which is prohibited by law. Students should accordingly avoid the scene of any disruptive or potentially disruptive action. In any case, failure to leave when asked to disperse by university or law enforcement officials will result in disciplinary and/or legal action.

Note: In any case where students of the University of South Carolina Aiken are involved in action which is disruptive of the normal activities of the institution or its personnel, or which exceeds the bounds of normal internal discipline in its impact, the Board of Trustees may exercise its right to name a special hearing board, committee, or officer to investigate the questioned action and to initiate appropriate disciplinary or other measures.

6. Inappropriate Use of Social Media

Posting language that is illegal, threatening, or harassing to any person or group on social media sites that belong to the university is prohibited.

7. Damage to Property

Damage to or destruction of property owned or operated by the university, its students, faculty, administration and staff, or of another institution is prohibited. Conduct which threatens to damage, or creates hazardous conditions such as dropping, throwing, or causing objects or substances to fall from windows, doors, balconies, or roofs is also prohibited. This includes, but is not limited to, unauthorized application of graffiti, painting, etc.

8. Firearms and Other Deadly Weapons

The unauthorized possession or use of firearms or weapons of any other kind such as knives, slingshots, metal knuckles, razors, or any other dangerous instrument is prohibited.

9. Flammable Materials and Fireworks

The ignition or detonation of anything that could cause damage by fire, explosion, or similar means to persons or property, or possession of anything in the nature of fireworks or explosives, is prohibited on any property owned or operated by the university without prior university authorization.

10. Arson

No person shall start a fire on university property without university authorization, and willful damage to property (as described above) shall be prosecuted as arson when appropriate.

11. Emergency Alarms and Emergency Equipment

No person shall make, or cause to be made, false fire alarm, bomb threat or emergency report of any kind. No person shall tamper with, damage, disable or misuse fire or other safety equipment. Note to resident students: Students found in violation of tampering with, damaging, and/or disabling fire safety equipment in campus housing are also subject to fines.

12. Gambling

Gambling is not permitted on campus.

13. Theft or Misappropriation

Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen, is forbidden. Sale, possession, or misappropriation of any property, including USC Aiken property, without the owner's permission is also prohibited. Property that is found shall be turned in to the University Police Office.

14. Unauthorized Sale of Textbooks

The sale of a textbook by any student who does not own the book is prohibited without prior written authorization from the owner of the book. Books that are found shall be turned in to the University Police Office.

15. Misuse of University Documents

Forgery, alteration, or misuse of any university document(s) or record(s), including providing false information or withholding material information from the university, is forbidden.

16. Fraud or Lying

Lying or fraudulent misrepresentation in, or with regard to, any transaction with the university, whether oral or written, is prohibited, including misrepresenting the truth before a hearing of the university or making a false statement to a university official.

17. University Identification Cards

Lending a university ID card to anyone, failing to present an ID card when requested by a university official, or altering an ID card may subject the owner and/or the holder to disciplinary action.

18. Failure to Respond to Official Requests

Students must comply with the reasonable and lawful requests of university employees acting in the performance of their duties. Students are expected to appear at disciplinary hearings to respond to allegations or testify as a witness when reasonably notified to do so. Failure to properly comply with or complete a sanction or obligation resulting from a disciplinary hearing or adjudication may be considered a violation of an official request. A registration hold may be placed on a student's record until such time as the student complies with the request.

19. Unauthorized Presence In and Use of University Facilities

Unauthorized entry into, presence in, or use of university facilities or property is prohibited. Unauthorized entry into any faculty or administrative office, unauthorized entry into a faculty member's or administrator's automobile, or unauthorized access to student records will be considered a violation of the Academic Code of Conduct of the Student Judicial Policy.

20. Misuse of Keys

No person may use or possess any university key without proper authorization. No student is allowed under any condition to have a university key duplicated.

Note to resident students: Loaning residence hall keys to a person not assigned to that room/apartment is considered a violation of this regulation.

21. Misuse of Telephones and other Communication Equipment

No student shall misuse, abuse, or assist in the misuse or abuse of communication equipment at the university. Such activity includes, but is not limited to, using any form of communication equipment to harass or threaten any person or persons, making unauthorized calls on university telephones, or using any form of communication equipment to disrupt the normal operations or activities of any person, organization, or the university. Communication equipment includes, but is not limited to, telephones, electronic mail, computers, printers, etc. The viewing of pornography on university computers is forbidden. The viewing of child pornography is ILLEGAL and is subject to prosecution by local, state, or federal authorities.

22. Alcoholic Beverages

It is unlawful, and therefore a violation of the Non-Academic Code of Conduct, for a student to violate any provision of the USC Aiken policy on the use of alcohol on campus, which is included in the Student Handbook.

Note to resident students: The office of University Housing has developed and published specific regulations in the Community Guide for Housing concerning alcohol use, including where it may be consumed, who may consume, and who may be present when alcohol is being served/consumed.

23. Drugs

The possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, or controlled drug without a prescription or the possession of drug paraphernalia, such as pipes, bongs, or any items modified or adapted so that they can be used to consume drugs are not permitted on university premises or at any university sponsored activity.

Note to resident students: The office of University Housing has developed and published an explanation of sanctions in the Community Guide for Housing related to students who use, purchase, possess, or sell drugs, which includes the possible termination of the Housing Contract by the university.

24. Student Housing

Violation of any student housing regulation is prohibited. These regulations may be found in the Community Guide for Housing. These policies extend to residents, as well as guests and visitors, although students living in campus housing will be held responsible for the actions of their guests.

25. Harm to Persons/Relationship Violence

Actions which result in physical harm, have the potential for physically harming another person, which create conditions that pose a risk of physical harm to another, or which cause reasonable apprehension of physical harm are prohibited.

26. Tobacco Use

USC Aiken is a tobacco-free campus. Tobacco use is prohibited in all USC Aiken owned or leased buildings as well as property owned by the university (athletic/intramural fields, green space, parking lots, etc.) Refer to the USC Aiken Tobacco Policy for further information (<http://dotcms.usca.edu/initiatives/tobacco-free-usca/index.dot>)

27. Stalking

A pattern of conduct that is intended to cause or causes a person fear is prohibited.

Procedures for Responding to Violations of the Non-Academic Code of Conduct

Jurisdiction

The Associate Director of Student Life (or designee) will determine whether a potential violation is “major” or “minor” as well as whether it is a “housing” violation. The Associate Director of Student Life (or designee) will assign the appropriate hearing officer to investigate and, if needed, adjudicate all violations.

A. Major Violations

- 1) Major violations that are serious or repeated violations of the Non-Academic Code of Conduct. Determination of “major violation” status is made by the non-academic judicial officer.
- 2) Major violations may include, but are not limited to, sexual assault, use or sale of drugs, arson, and theft. Repeated minor violations may also be classified as “major violation.”
- 3) Major violations are adjudicated via formal administrative or University Judicial Board Hearings or Administrative or University Judicial Board Sanctioning meetings, depending on the circumstances.

B. Minor Violations

- 1) Minor violations that are less serious or first time violations of the Non-Academic Code of Conduct. Determination of “minor violation” status is made by the non-academic judicial officer or appropriate hearing officer.
- 2) Minor violations may include, but are not limited to violations of the tobacco/smoking policy, minor alcohol violations, and general conduct violations.
- 3) Minor violations may be adjudicated via informal administrative or administrative sanctioning meetings, depending on the circumstances.
- 4) Minor violations that occur within Housing, Greek Life, Intramurals, or student organizations may be adjudicated by the appropriate hearing officer, as referred to under the definition of “hearing officer.”

C. Housing Violations

Housing violations are less serious first-time violations of the Non-Academic Code of Conduct or housing policies that occurred in University Housing or on University Housing grounds or parking lots.

Reporting of Violations

- A. Any member of the university community may initiate non-academic disciplinary proceedings concerning an alleged violation of the Non-Academic Student Code of Conduct.
- B. The complaint must be made in writing and submitted to the Non-Academic Judicial Officer or the appropriate hearing officer.

Determination of Charges

- A. Upon receiving a complaint of misconduct, or upon his or her own initiative, the Non-Academic Judicial Officer or Hearing Officer will review relevant facts and consult with relevant parties through investigative meetings regarding the incident in question, including the student who is believed to be directly involved.
- B. If the evidence warrants disciplinary action, written notification (according to the definition of written notice) will be sent to the accused student indicating the nature of the activity in question and the specific charge being made against him or her.
- C. The Non-Academic Judicial Officer or Hearing Officer may at any time during the disciplinary proceedings make additional charges or withdraw charges against the student. In either case, the officer will send written notification (according to the definition of written notice) to the student.

Procedures

- A. After investigating relevant facts and meeting with relevant parties, including the student involved, the Non-Academic Judicial Officer may opt to file charges of the Non-Academic Code of Conduct. The student will be sent a letter as specified under the definition of delivery of written notice indicating the charges that have been filed.

Note: If the student fails to meet with the Non-Academic Judicial Officer or Hearing Officer during the investigation, a hold may be placed on the student's registration preventing him/her from registering for future classes until the matter is resolved. Additionally, the student may be charged with a violation of the "failure to comply" provision of the Non-Academic Student Code of Conduct (Section IV.D.14).

- B. If, in the course of the investigation, the student accepts responsibility for the violation, charges will be filed immediately and the case will proceed as outlined below:

- 1) When a student accepts responsibility for a minor violation, an administrative sanctioning meeting will be held.
- 2) When a student accepts responsibility for a major violation, he/she will:
 - Meet with a judicial procedures advisor to review the options, and
 - Choose either an administrative sanctioning meeting or a university judicial board sanctioning meeting.

Note: The Non-Academic Judicial Officer may decline to serve as the sanctioning authority and require that sanctioning be provided by the University Judicial Board.

- C. If the student denies responsibility for the violation and is charged by the Non-Academic Judicial Officer, the charged student will be required to do the following:

- 1) Meet with a Judicial Procedures Advisor to review the options
- 2) Choose one of the following options to resolve the charges:
 - Read "not responsible" to the charge(s) and have a hearing before the University Judicial Board where a decision of responsible or not responsible will be made by the Board. If the student is found responsible by the University Judicial Board, an appropriate sanction will be determined by the Board.
 - Read "not responsible" to the charge(s) and request an informal administrative hearing before the Non-Academic Judicial Officer or Hearing Officer. If found responsible by the Non-Academic Judicial Officer or Hearing Officer, an appropriate sanction will be determined by the officer. An informal hearing allows the charged party to present evidence for consideration and suggest witnesses that the Non-Academic Judicial Officer or Hearing Officer may consider interviewing before the decision is rendered. The Non-Academic Judicial Officer or Hearing Officer may contact other parties who have knowledge/information regarding the incident in question. The charged student waives the right to question such parties or otherwise participate in the hearing.

Note: The Non-Academic Judicial Officer or Hearing Officer may decline to hear the case because of conflict of interest or severity of the case and require either a formal administrative or University Judicial Board Hearing be held, where a determination of "responsible" or "not responsible" will be made.

- Plead "not responsible" to the charge(s) and request a formal administrative hearing before the Non-Academic Judicial Officer or Hearing Officer. If found responsible by the Non-Academic Judicial Officer or Hearing Officer, an appropriate sanction will be determined by the officer. A formal hearing allows the charged party to respond to charges, present witnesses, and present questions for the witnesses to answer.

Note: If at any time during the proceeding a student admits responsibility for the violation, the procedures outlined in Section D.2. will take effect.

- If an accused student fails to respond to the charge(s) and/or fails to respond to the Non-Academic Judicial Officer's request for an investigative meeting to discuss the alleged violations, he/she forfeits the above options and will be sent a letter as specified under the definition of delivery of written notice at least ten (10) days before the upcoming University Judicial Board hearing. At this hearing a decision of "responsible" or "not responsible" will be made, based on the available information, with or without the accused student being present. When appropriate, a sanction will also be determined and the student will be notified in writing.
- If disciplinary charges are brought against a student during summer sessions, the student will have the option of an Administrative Hearing before the Non-Academic Judicial Officer or Hearing Officer during the summer or hearing before the University Judicial Board in the fall.

Following the Hearing or Sanctioning Meeting

- A. The Non-Academic Judicial Officer or University Judicial Board Chair shall be responsible for forwarding the written decision of the hearing or sanctioning authority to the charged party as specified under the definition of delivery of written notice. The letter will consist of:
 - 1) Statement of charges
 - 2) Findings of the hearing authority and the rationale for the findings, if appropriate
 - 3) Sanction(s) and the rationale for the sanction(s), if appropriate
 - 4) Statement regarding the right to appeal and the appeal procedures, if appropriate
- B. A student found responsible will have ten (10) class days from the date of documented receipt of the decision letter to submit a written request for an appeal to the Vice Chancellor for Student Affairs (see "Appeals Procedures"). The appeal request must state the reason(s) for believing the decision of the original hearing authority to be improper. If there is no appeal within this time limit, the Non-Academic Judicial Officer will implement the sanction.

Appeal Process

- A. Appeal Process for Housing/Minor Violations
 - 1) Housing violations: In the event the charged student disagrees with the finding of responsibility or sanction of any Housing violations case, the charged student may request an appeal in writing to the Associate Director of Student Life within ten (10) class days from the date the original decision was issued. In the case of an appeal, original sanctions are normally postponed until the Assistant Vice Chancellor makes a decision on the appeal. The Assistant Vice Chancellor is the final step in the appeal process for Housing violations.
 - 2) Minor violations: In the event the charged student disagrees with the findings of responsibility or sanction(s) of any minor violations case, the charged student may request an appeal in writing to the Associate Director of Student Life within ten (10) days from the date the original decision was issued. In the case of an appeal, original sanctions are normally postponed until the Assistant Vice Chancellor makes a decision on the appeal. If the Associate Director of Student Life is the hearing officer for the case, the appeal will be made to the Vice Chancellor for Student Affairs. The Associate Director of Student Life (or Vice Chancellor for Student Affairs) is the final step in the appeal process for minor violations.
 - 3) Process: The request for appeal will be by written correspondence addressed to either the Associate Director of Student Life or the Vice Chancellor for Student Affairs as appropriate. The request for appeal will state the reasons for believing the decision of the original hearing or sanctioning authority to be improper. The appeal must be based on and limited to one or more of the following:
 - The finding of responsibility was not supported by reliable and substantial evidence presented at the original hearing
 - The disciplinary sanction was too severe

- A procedural error was committed which prejudiced the outcome of the case
- The original hearing authority misinterpreted the rule or regulation under which the student was charged to the prejudice of that student.

The appeals officer (either the Assistant Vice Chancellor or the Vice Chancellor) will review all materials pertaining to the case and arrive at a decision within ten (10) class days. The appeals officer may or may not summon any principals in the case. The appeals officer may either confirm or reverse the decision of the hearing officer or may reduce the sanctions. If the appeals officer determines that new information is available that was not available at the time of the original hearing or sanctioning meeting and that this information may have altered the outcome of the original hearing, the case may be remanded to the original hearing officer. The appeals officer will notify the student in writing of the decision and deliver the letter as specified under the definition of delivery of written notice.

B. Appeal Process for Major Violations

- 1) In the event the charged student disagrees with the findings of responsibility or sanction(s) of any major violations case, the charged student may request an appeal in writing to the Vice Chancellor of Student Life within ten (10) class days from the date the original decision was issued. In the case of an appeal, original sanctions are normally postponed until the Vice Chancellor makes a decision on the appeal.
- 2) The request for appeal will be by written correspondence addressed to the Vice Chancellor for Student Affairs. The request for appeal will state the reasons for believing the decision of the original hearing or sanctioning authority to be improper. The appeal must be based on and limited to one or more of the following:
 - The finding of responsibility was not supported by reliable and substantial evidence presented at the original hearing
 - The disciplinary sanction was too severe
 - A procedural error was committed which prejudiced the outcome of the case
 - The original hearing authority misinterpreted the rule or regulation under which the student was charged to the prejudice of that student
- 3) The Vice Chancellor for Student Affairs will review all materials pertaining to the case and arrive at a decision within ten (10) class days. The Vice Chancellor may or may not summon any principals in the case. The Vice Chancellor may either confirm or reverse the decision of the hearing officer or may reduce the sanctions. The Vice Chancellor may not impose a penalty stronger than that already imposed. If the Vice Chancellor determines that new information is available that was not available at the time of the original hearing or sanctioning meeting and that this information may have altered the outcome of the original hearing, the case may be remanded to the original hearing officer.
 Note: The Vice Chancellor for Student Affairs may decline to serve as an appeal authority if he/she has had extensive involvement in the case (such as in the case of summary suspension).
- 4) The Vice Chancellor will notify the student in writing of the decision and deliver the letter as specified under the definition of delivery of written notice. The Non-Academic Judicial Officer will implement the decision.
- 5) Decisions of the Vice Chancellor may be appealed to the Chancellor of the University of South Carolina Aiken within ten (10) class days of the date of documented receipt of the written decision of the Vice Chancellor.
- 6) The Chancellor will review all materials pertaining to the case and arrive at a decision within ten (10) class days. The Chancellor may or may not summon any principal in the case. The Chancellor may either confirm or reverse the decision of the Vice Chancellor or may alter the sanctions. The Chancellor may not impose a penalty stronger than that imposed or confirmed by the Vice Chancellor. The decision of the Chancellor in an appellate matter is the final decision for the university. Written notification of the Chancellor's decision will be delivered as specified

under the definition of delivery of written notice to the student who has made an appeal, and copies will be sent to the Vice Chancellor, the Non-Academic Judicial Officer, and any other hearing officers involved in the case.

Sanctions

The following disciplinary sanctions may be imposed upon students found in violation of the Non-Academic Code of Conduct. Sanctions may be imposed either singularly or in combination. The purposes of imposing sanctions are two-fold: one, to protect the university community from behavior which is detrimental to the community; and two, to educate students about acceptable parameters and the consequences of their behavior. The severity of the sanction imposed is intended to correspond with the severity or frequency of violations as well as the student's willingness to recommit himself or herself to good citizenship through behaviors that fall within the conduct regulations of the university.

Failure to comply with a disciplinary sanction or condition will result in a "hold" being placed on the student's official university record or transcript and will result in further disciplinary charges.

A. Expulsion

Dismissal from the university without the possibility of re-admittance. The Non-Academic Judicial Officer shall automatically refer this sanction to the Vice Chancellor for Student Affairs for review prior to implementation. In the case of suspension, immediate steps will also be taken to remove the student from the USC Aiken campus.

B. Suspension for a period of time

- 1) Denial of enrollment, attendance, and other privileges at the university for specified period of time. Permission to reapply for readmission upon termination of the period may be granted with or without qualifications.
- 2) Any student suspended for a period of time must vacate the campus within forty-eight (48) hours from the date the notice of suspension is delivered as specified under the definition of delivery of written notice and may not return to campus or university property during the term of the suspension without prior admission of the Non-Academic Judicial Officer.

C. Suspension Held in Abeyance

- 1) A sanction given for a period of time, which indicates that the serious nature of the conduct violation would normally result in a student's suspension from the university, but given the extenuating circumstances, this suspension is not immediately put into effect. Any serious violation of rules, regulations, or laws while the suspension is held in abeyance may result in suspension from the university.
- 2) In the event a student is accused of violating the conditions of a suspension held in abeyance, the student will be notified to appear before the original hearing authority or other appropriate authority. This hearing authority will determine whether or not there is sufficient information to determine that the terms of the suspension held in abeyance were violated. If the terms of the suspension held in abeyance were violated, the student will be given an opportunity to show cause why he or she should not be suspended. The original hearing authority will make a decision as to whether the student should be suspended immediately or the initial sanction should remain in effect.

D. Disciplinary Probation

Disciplinary probation is a period of review and observation during which a student is under an official warning that his or her misconduct was very serious. While on disciplinary probation, a student may be considered to be "not in good standing" and may face specific limitations on his or her behavior and/or university privileges (see Conditions). Subsequent violations of university rules, regulations, or policies are likely to result in a more severe sanction including suspension from the university.

E. Conditions

Conditions include limitations upon a student's behavior and/or university privileges for a period of time, or a stipulation in conjunction with another sanction. This sanction may include, but is not limited to: denial of the right to represent the university in any way, restrictions on participation in co-curricular activities, denial of parking privileges, or access to campus facilities including computer labs or the Wellness Center.

F. Reprimand

A reprimand is an official rebuke making conduct a matter of record in university files. Any further misconduct could result in further disciplinary action.

G. Restitution

An order to make restitution is issued when a student has engaged in conduct injurious to property (individual, group, or the university) for which monetary damages may be ascertained. For example, this sanction may be assessed in cases of property damage, theft, fraud, deception, or misappropriation.

H. Educational Sanction

Educational sanctions may include, but are not limited to, attendance at or participation in a program or community service, program development, and researching and writing a paper on a topic related to the violation.

I. Fines

Fines may be levied when appropriate or dictated by policy.

Summary Suspension

1. Summary suspension is an action which requires a student to immediately leave university property, not returning during the suspension period, and complying with other stated conditions for a specified period. Suspension may be imposed upon a student by the Vice Chancellor for Student Affairs or designee when there is reason to believe, based on available facts, that the student represents an immediate threat to the safety, health, or welfare of himself/herself, other persons, or property.
2. This action is warranted by potential or threatened danger or disruption, but is indicated only when the serious nature or immediacy of the threat makes it impractical to follow normal disciplinary procedures. Summary actions authorized by this policy include:
 - 1) Temporary suspension of a student's eligibility for enrollment or attendance, as well as denial of the student's access to university facilities or property. A student may be summarily suspended for a specified period of time or the suspension may be scheduled contingent upon certain events or conditions.
 - 2) Temporary suspension or limitation of a student's eligibility to enjoy certain kinds of events without the suspension of enrollment status. This summary action may prohibit a student's presence on university property or certain facilities or impose conditions which must be met in order for that student to enjoy certain privileges, participate in activities, or attend events.
3. When a student is summarily suspended, he or she is given a copy of this policy and notice explaining the reason for and duration of the suspension, as well as any conditions that may apply. A student notified of such summary action shall, upon written request, be given an opportunity to meet with the Vice Chancellor for Student Affairs or designee within ten (10) class days from the date of receipt of the request. This meeting will be held to consider only the following issues related to the summary action:
 - 1) The reliability of information alleging a student's misconduct; and,
 - 2) Whether the conduct or surrounding circumstances reasonably indicate the student's presence on campus or continued unrestricted participation in campus affairs would pose an immediate threat to the safety, health, or welfare of persons or property. It is not the purpose of the meeting to hear evidence concerning guilt or innocence of pending or possible charges against the student.

4. Following the imposition of summary suspension, standard university disciplinary procedures will be provided as expeditiously as possible. Unless circumstances render the implementation of standard disciplinary procedures impossible or unreasonably difficult, these procedures will be initiated when ten (10) class days from the effective date of the summary action.
5. Any student who is summarily suspended and returns to the campus or university property and/or violates other stated conditions during the specified period will be subject to further separate action and may be treated as a trespasser. Permission to be on campus for a specific purpose (e.g., to take an exam, to consult with the Vice Chancellor for Student Affairs, or to participate in disciplinary procedures) must be requested and obtained in writing or by telephoning prior to any conduct contrary to the suspension or conditions and may be granted by the Vice Chancellor for Student Affairs.

Records

- A. Records of major violation cases which have been resolved with a sanction less than suspension will be maintained by the Non-Academic Judicial Officer for a period of seven years from the date of the last offense. Students graduating before that time may petition the Non-Academic Judicial Officer in writing to request that their records be destroyed upon graduation. Records may be retained by the university beyond the normal seven year period in special circumstances, including, but not limited to, situations when legal action is taken by any party involved.

When a date for purging records has been reached, records in all formats are to be destroyed. Note: Statistical data may be retained but all information that would identify an individual will be removed.

- B. Records where the discipline sanction was suspension will be maintained for a period of at least ten (10) years from the date of the last incident.
- C. Persons who are not directly involved with a discipline case, an appellate review of a decision or the enforcement of a sanction will not have access to the record or results of a hearing or sanctioning meeting without a legitimate educational need to know or the authorization of the charged party.
- D. Notices of minor violations will be kept for a period of seven years from the date of the last offense. However, they will not be classified as official university disciplinary records or provided for authorized inquiry (i.e., background checks for employment, military service, or graduate school).

Student Arrests

- A. Students at the University of South Carolina Aiken are to abide by university regulations as well as local, state, and federal laws. While university regulations are not meant to duplicate general laws, there are some ways in which the lawful interest of the university community coincides with the broader public interests of general laws (see section "Application of Laws and Regulations"). Therefore, students involved in the commission of offenses against local, state, or federal laws are subject to prosecution by those authorities and, in addition, may be subject to university disciplinary action when their conduct violates university standards.
- B. Students who are apprehended and charged by law enforcement agencies with a felony on or off campus are required to inform the Non-Academic Judicial Officer.
- C. If disciplinary charges are brought against a student as the result of a felony arrest or conviction, an administrative hearing is not a student option and the charges will be heard by the University Judicial Board.

Student Organization Non-Academic Discipline System

Procedures

While students act as individuals and are held accountable for these actions under the Non-Academic Code of Conduct, student organizations or groups may be held responsible if there is an appearance that the student's behavior was condoned or can be tied to the group or organization. The system for responding to alleged misconduct by student organizations parallels the system outlined in the Non-Academic Code of Conduct and operate according to the rules and procedures of that system. **Areas where the process for adjudication of student organization violations differs from the process outlined in the Non-Academic Code of Conduct are delineated below.**

Jurisdiction

The Vice Chancellor for Student Affairs will serve as the Non-Academic Judicial Officer for major violations involving student organizations.

An official representative(s) of the organization will be provided the opportunity to talk with a judicial procedures advisor in all cases except where the organization accepts responsibility for a minor violation.

Appeal Procedures

- A. In the event the charged student organization disagrees with finding of responsibility or sanction of any original hearing, the charged student organization may request an appeal in writing to the Chancellor of USC Aiken within ten (10) class days from the date the decision is issued.
- B. The request for appeal will be by letter addressed to the Chancellor and shall state the reasons for believing the decision of the original hearing authority to be improper. The appeal must be based on and limited to one or more of the following aspects of the original hearing.
 - 1) The finding of responsibility was not supported by reliable and substantial evidence presented at the original hearing
 - 2) The disciplinary sanction was too severe
 - 3) A procedural error was committed which prejudiced the outcome of the case
 - 4) The original hearing authority misinterpreted the rule or regulation under which the student was charged to the prejudice of that student.
- C. Under normal circumstances, if a student organization files for an appeal, the original sanction, except Summary Suspension, will be postponed until the appeal has been considered and a decision is rendered by the Chancellor. Exceptions to the postponement of original sanctions may be implemented by the Vice Chancellor for Student Affairs when he or she has determined that the continued activities of the organization and its membership may cause an immediate threat and/or undue concern within the university community.
- D. The Chancellor will review all materials pertaining to the hearing and arrive at a decision within twenty (20) class days. The Chancellor may or may not summon any principal in the case. The Chancellor may either confirm or reverse the decision of the Vice Chancellor for Student Affairs or University Judicial Board, or may alter the sanctions. If the Chancellor determines that new information is available that was not available at the time of the original hearing and that this information may have altered the outcome of the original hearing, the case may be remanded to the original hearing authority.
- E. The Chancellor will notify the student organization in writing of the decision and deliver as specified under the definition of delivery of written notice. The Vice Chancellor for Student Affairs will implement the decision.
- F. Decisions of the Chancellor in all appellate matters is the final decision for the university.

Sanctions

The following disciplinary sanctions may be imposed upon student organizations when they have been found responsible for violating conduct regulations. All sanctions may be imposed either individually or in combination. Disciplinary sanctions are imposed for the purpose of holding student organizations and their membership accountable for their actions and the actions of their guest(s), whether on campus or at any organization-sponsored function.

A. Permanent Revocation

Permanent revocation of the organization's registration means revocation without leave to apply for new registration. Any organization whose registration is permanently revoked must cease all organizational activities upon receipt of the notice of permanent revocation. Any member of an organization whose registration has been permanently revoked will relinquish any appointed or elected office held with that organization's governing body. Balances of all organizational funds granted by the Student Government Finance Committee are to be surrendered to the custody of the Student Government Finance Committee. An office or other space assigned by the university will be vacated immediately. Space vacated due to suspension may be reassigned to other eligible university organizations.

B. Suspension

Suspension means denial of rights and privileges of a registered organization for a period not to exceed two calendar years. Any organization whose registration is suspended or revoked must cease all organizational activities upon receipt of the notice of revocation or suspension. Any member of a suspended organization may not hold an appointed or elected office with that organization's governing body for the duration of the organization's period of suspension. Balances of all organizational funds granted by the Finance Committee of Student Government are to be surrendered to the custody of the Student Government Association. Suspended organizations will automatically be placed on probationary status for a minimum of one academic year following their renewed registration.

C. Disciplinary Probation

Limitations upon an organization's privileges for a period not to exceed one calendar year are classed as disciplinary probation. Subsequent violations of university rules, regulations, or policies could result in a more severe sanction including suspension. During the probationary period, a student organization is deemed "not in good standing" with the university and may be subject to one or any combination of the following conditions and/or restrictions:

- 1) Denial of the right to represent the university
- 2) Denial of the right to maintain an office or other assigned space on university property
- 3) Denial of the privileges of:
 - Receiving or retaining funding
 - Participating in intramurals
 - Sponsoring any social event
 - Sponsoring any speaker or guest on campus
 - Participating in any social event
 - Co-sponsoring any social event or other activity
 - Rush or membership recruitment

D. Conditions

Conditions may include limitations upon a student organization's privileges for a period of time or a stipulation in conjunction with another sanction. This sanction may include, for example, denial of social privileges, etc.

E. Reprimand

Reprimand is an official rebuke making the misconduct matter of record in university files for a specified period of time. Any further misconduct could result in further disciplinary action.

F. Restitution or Fines

An organization may be ordered to make restitution when the organization has engaged in conduct injurious to property (individuals, group, or university) for which monetary damages may be ascertained. Restitution may be in the form of financial payment, community service, or other special activities designated by the hearing authority. Additional fines may be assessed as a punitive measure.

G. Educational Sanction

Educational sanctions may include, but are not limited to, attendance at or participation in a program, community service, or program development.

Summary Suspension

- A. The Vice Chancellor for Student Affairs may suspend or restrict a student organization for an interim period pending disciplinary proceedings when there is reasonable cause to believe that the continued activities of the organization and its members may post an immediate threat to the safety, health, or welfare of individuals or interrupt the normal functions of the university community. During the interim suspension or restriction period, the organization may be required to cease all organizational activities and vacate any assigned university space immediately upon written notice from the Vice Chancellor for Student Affairs.
- B. When a student organization is suspended or restricted, on a summary basis, the organization's acting president will be given notice of the reasons for the suspension or restriction, the duration, and any special conditions that apply. A representative of the suspended or restricted organization shall be given an opportunity to meet with the Vice Chancellor for Student Affairs within ten class days from the effective date of the temporary suspension or restriction. The meeting will be held to consider only the following issues relating to the temporary suspension or restriction:
 - 1) The reliability of the information alleging the organization's misconduct
 - 2) Whether the conduct and surrounding circumstances reasonably indicate that the continued activities of the organization would pose an immediate threat to the safety, health, or welfare, or interrupt the normal functions of the university community.
- C. It is not the purpose of the meeting with the Vice Chancellor for Student Affairs to hear evidence concerning guilt on the pending charges against the organization. A Judicial Board or Administrative Hearing will be conducted to determine responsibility or non-responsibility of the student organization within a reasonable time period and upon notification of all parties involved.

Administrative and University Judicial Board Hearings

Judicial Procedures Advisor

- A. The Judicial Procedures Advisor will be chosen from a pool of ten faculty members by the Non-Academic Judicial Officer (for violations of the Non-Academic Code of Conduct) or by the Academic Judicial Officer (for violations of the Academic Code of Conduct), depending upon the nature of the case.
- B. The Faculty Assembly will elect (during its regular faculty elections in the spring semester) one faculty member from each college and each school to serve staggered two-year terms in the Judicial Procedures Advisor pool.
- C. The Student Government Association will choose by April 30 one faculty member from each college and each school to serve in the pool for the following academic year. If the five members of the pool

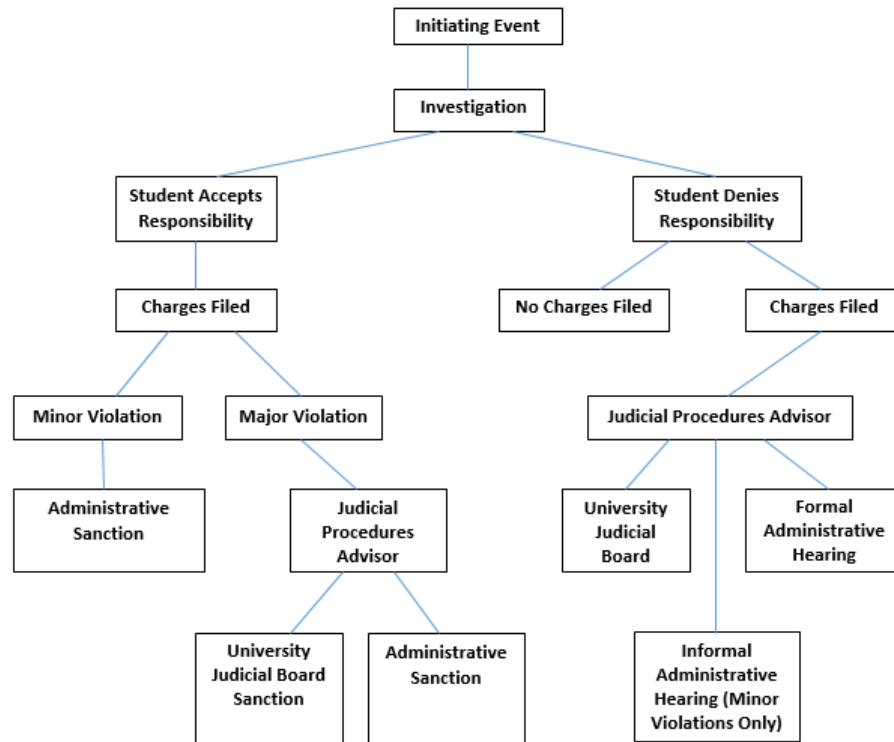
are not selected by April 30 by the Student Government, the Campus Life Committee has the authority to make those appointments.

- D. The Judicial Procedures Advisor must not be a faculty member from the same department or school as the department or school in which the student is enrolled and must not have any conflicts of interest in regard to principal parties involved in the disciplinary or grievance procedure.
- E. The Non-Academic Judicial Officer will maintain the list of members of the Judicial Procedures Advisor pool. Except in instances of conflicts of interest or long-term absence from campus, advisors should be available to consult with students on short notice.
- F. If the Non-Academic Judicial Officer or the Chair of the University Judicial Board cannot appoint any of the ten faculty members in the pool for reasons cited above, the Executive Vice Chancellor or Vice Chancellor will appoint someone from the general faculty after consultation with the Chair of the Faculty Assembly and the President of the Student Government Association.
- G. Judicial Procedures Advisors may not speak on behalf of the student(s) during the proceedings.

Student Rights in a Formal Administrative or University Judicial Board Hearing

- A. Prior to a confidential, closed hearing, accused parties are entitled to:
 - 1) A written notice of the charge(s) from the Non-Academic Judicial Officer or the Chair of the University Judicial Board, an outline of their rights, and the name of the Judicial Procedures Advisor assigned to the case. In the event that additional charges are brought, a further written notice must be forwarded to the student. The charged student may waive the right to separate written notice of additional charges in order to reach a timely resolution of the matter.
 - 2) A meeting with the Judicial Procedures Advisor where the charged student shall have all the disciplinary procedures fully explained. In non-academic cases, the charged student shall be informed at this time (or when it is known) if the administration intends to seek suspension or expulsion.
 - 3) Review all available information, documents, exhibits, and a list of witnesses that may be asked to present information at the hearing. This is a continuing obligation of the presenting party and the Non-Academic Judicial Officer or Chair of the University Judicial Board.

Disciplinary Procedures for Non-Academic Violations



- 4) Be assisted by an advisor or counsel of choice in addition to the Judicial Procedures Advisor. The advisor or counsel of choice, with the written permission of the charged student(s) may:
 - Advise the parties about the preparation and presentation of the case;
 - Accompany the accused parties to all judicial proceedings
 - Have access to evidence, witness list, documents, and exhibits relating to the case
 - Further, the advisor or the counsel of choice may not speak on behalf of the student(s) during the proceedings.
 - 5) A written notice of time, place, format of the hearing, and the name of the University Judicial Board members (if appropriate) at least five class days prior to the hearing unless the student(s) or student organization(s) waives all or part of the notice period. The formal hearing will not be held less than five class days from the date that the original charging letter was issued, unless the charged party waives this limit.
 - 6) Challenge University Judicial Board members for cause. Cause is defined as personal bias, prior involvement, or inappropriate access to information concerning the incident.
 - 7) File a request to have additional observers from the University community present during the hearing. The request must be filed with the hearing authority at least three days prior to the hearing. The request shall be granted unless the hearing authority feels that the presence of these observers will detract from a fair and orderly hearing.
- B. During a hearing (original or appellate), the charged party is entitled to:
- 1) Appear in person, hear all testimony, present any relevant information, call witnesses, and ask questions of witnesses present at the hearing.
 - 2) Elect not to appear at the hearing, in which case the hearing shall be conducted in the charged party's absence.

- 3) Refuse to answer any questions or make a statement; however, the hearing authority shall make its decision solely on the basis of information introduced at the hearing.
 - 4) Be judged responsible only upon finding that, based upon the preponderance of the evidence, that the evidence provided shows that “more likely than not” a violation occurred.
 - 5) If found responsible, the charged student may elect to call no more than three character witnesses to speak on his/her behalf prior to the sanctioning portion of the hearing. This is the only tie when character witnesses (those witnesses that are not providing direct evidence related to the case) will be allowed.
 - 6) Confidentiality in all matters related to the case. All statements, information, or comments given during disciplinary hearings will be held in strictest confidence by the Academic and Non-Academic Judicial Officers, members of the University Judicial Board, university staff, and witnesses before, during, and after deliberation. Only duly authorized persons or faculty and staff with an educational need to know will be informed of the proceedings and outcome. All Academic and Non-Academic Judiciary hearings will be recorded by the University Judicial Board chair or the Non-Academic Judicial Officer. Deliberations will not be recorded. All recordings and all documents will be kept securely by the Non-Academic Judicial Officer in non-academic cases or the Office of Academic Affairs in academic cases.
- C. Following the hearing, the charged party is entitled to:
- 1) Appeal the decision of the University Judicial Board or Non-Academic Judicial Officer.
 - 2) Request a duplicate copy of the recording at his/her/its own expense within a period of six months from the date of the hearing.
- D. Charged students are prohibited from contacting, or having someone contact on their behalf, members of the University Judicial Board or the hearing officer to discuss matters related to the case before or after the hearing. Questions regarding procedures may be addressed to the Judicial Procedures Advisor or the appropriate judicial officer.

University Judicial Board

Membership of the University Judicial Board

- A. The University Judicial Board is composed of the University Judicial Board chair, two faculty members, and one alternate selected from a pool of faculty chosen by the Campus Life Committee, and three students plus one alternate from a pool of students selected as described below.
- B. Students interested in serving on the University Judicial Board should fill out an application available in the Student Life office. Out of all the applicants, an appropriate pool of students will be selected to serve by the Academic and Non-Academic Judicial officers and designees.
- C. The University Judicial Board chair will be appointed to a two year term by the Campus Life Committee by April 30 each year from among the faculty members on the University Judicial Board.
- D. All board members will serve for one year, and they may be re-selected to serve consecutive terms.
- E. A quorum will consist of the University Judicial Board chair, two faculty members, and two students.
- F. Alternates should attend all proceedings until the UJB Chair feels that their service is no longer needed, but do not have voting status unless called upon to replace one of the members of the board during a hearing.

Board Members Excluded from Deliberations

- A. A board member associated with any of the principals involved.
- B. A board member with a conflict of interest in a particular situation.

Procedures

- A. The University Judicial Board chair will:
 - 1) Ensure the confidentiality of the proceedings
 - 2) Request the appropriate judicial officer to appoint a judicial procedures advisor
 - 3) Schedule a hearing within ten class days of receipt of a request for a hearing and hold the hearing within twenty class days of the original receipt of the request
 - 4) Locate space for the hearing
 - 5) Notify, in writing, all of the participants, including the presenting party and University Judicial Board members.
 - 6) Provide for the recording of the hearing.
 - 7) Resolve all questions of scheduling and deadline.
 - 8) Ensure that all parties, including members of the University Judicial Board, the charged student(s), and the presenting party have access to any evidence to be presented in the hearing.
 - 9) Moderate the hearing and closed deliberations to ensure fairness to all parties, to prevent the harassment or intimidation of participants, and to conduct an efficient hearing.
 - 10) Send a letter to the student stating the decision of the University Judicial Board, the sanction (if any was imposed), and the student's right to appeal, and
 - 11) Forward the file to the Non-Academic Judicial Officer for violations of the Non-Academic Code and to the office of Academic Affairs for violations of the Academic Code.
- B. Any member of the University Judicial Board may require the Board to go into private session to discuss and decide a matter by majority vote.
 - 1) The Chair can recess the hearing at any time.
 - 2) The Chair shall insure that all procedures are appropriately followed.
- C. All hearings shall be conducted in an informal manner and technical rules of evidence will not be applied. The involved parties and/or the Board may call witnesses. In addition to the University Judicial Board, the charged student(s) and presenting party have the right to ask questions of these witnesses; however, all questions must be directed to the University Judicial Board chair. Only University Judicial Board members and the accused party(ies) will have the right to question witnesses. Counsel may not speak on behalf of the student. The taking of statements of witnesses may be done by discussion, though the testimony of each witness may be subject to question and rebuttal. Witnesses shall be present only during the time they are testifying. While written statements are admissible, both the charged party and the presenting party shall have the opportunity to question and rebut this testimony, unless extenuating circumstances preclude this option.
 - 1) Recordings of the hearings and all other evidence will be kept secure by the Non-Academic Judicial Officer in hearings involving violations of the Non-Academic Code of Conduct and by the Office of Academic Affairs in hearings involving violations of the Academic Code of Conduct.
 - 2) The charged student may request a duplicate copy of the recording at his/her own expense within a period of six months from the date of the hearing.
- D. After all information has been presented, the University Judicial Board shall meet in private to discuss the case, reach its decision, and if appropriate, determine a sanction. On rare occasions, the Board may deem it necessary to seek more information and hold an additional session. The final decision must be rendered within seven class days of the initial hearing. Determination of responsibility must be agreed upon by at least two-thirds of the members of the University Judicial Board. If the University Judicial Board determines the student has violated the Non-Academic Code

of Conduct or the Academic Code of Conduct, the student's past record of violations will be presented to the University Judicial Board in the presence of the charged student, who may comment on the past record. This information will be presented to the University Judicial Board by the Non-Academic Judicial Officer for violations of the Non-Academic Code of Conduct, or by the Academic Judicial Officer for violations of the Academic Code of Conduct. The University Judicial Board will consider this record in determining an appropriate sanction. The University Judicial Board may impose sanctions or it may confirm, alter, or reverse previously imposed penalties. Only University Judicial Board members will be present during deliberations and any determination of sanctions.

- E. Once the University Judicial Board has reached a decision, the principal parties will be informed in writing by certified mail within two class days. The records of the hearing will be forwarded to the Non-Academic Judicial Officer in hearings involving violations of the Non-Academic Code of Conduct, or to the Office of Academic Affairs in hearings involving violations of the Academic Code of Conduct. In hearings for academic violations, the Office of Academic Affairs will inform the Department Chair/School Head and the faculty member of the University Judicial Board decision.

All records of hearings for violations of the Non-Academic Code shall be kept in a confidential file maintained and preserved by the Non-Academic Judicial Officer. All records of hearings for violations of the Academic Code of Conduct shall be kept in a confidential file maintained and preserved by the Office of Academic Affairs.

Student Grievance Procedure

Purpose

The purpose of the student grievance procedure is to provide each student enrolled at USC Aiken with a standardized, formal process for seeking a resolution when, in the student's judgment, he/she has been treated unfairly or improperly. Students seeking redress of grievances may do so without fear of reprisal. Students enrolled in USC Aiken's off-campus programs, once a Change of School form has been completed, shall be entitled to relief from any academic complaint or grievance through the student grievance procedure established in the applicable USC Regional Campus Student Handbook. After a judgment has been rendered on that campus, an appeal to the Executive Vice Chancellor of Academic Affairs at USC Aiken and a subsequent appeal to the USC Aiken Chancellor may be made.

Definitions

- **Class Day** – A class day is any weekday in which the university is in session according to the academic calendar. If the student is unable to meet stated deadlines due to the end of the semester or due to the summer school schedule, the student must, within ten days of receipt of notification of being charged with a violation of the academic or non-academic code of conduct, notify the appropriate judicial officer or chair of the University Judicial Board that he/she intends to file a formal response to the charge when classes resume at the beginning of the next full semester.
- **Delivery of Written Notice** – All written communication with the student in the grievance procedure must be delivered either by certified mail or delivered in person, with a signed and dated acknowledgement of receipt.
- **Judicial Officer** – The Assistant Vice Chancellor for Academic Affairs will serve as the judicial officer for grievances against faculty or staff members in the offices of Academic Affairs, Center for Student Achievement, Institutional Effectiveness, Instructional Services, or any academic department or school. The Associate Director of Student Life will serve as the judicial officer for grievances against any other staff member. If the grievance is against the Assistant Vice Chancellor for Academic Affairs or the Assistant Vice Chancellor of Student Life, the immediate supervisor will serve as the judicial officer.

- **Judicial Procedures Advisor** – A judicial procedures advisor is a faculty member who serves as an advisor to a student or student organization. The judicial procedures advisor is an ex-officio participant in any student grievance procedure. The judicial procedures advisor will maintain an objective position in advising the student or student organization. The judicial procedures advisor is not an advocate who sides with either principal party involved in the grievance procedure, but is an advisor to guide the student in the procedures and in the unbiased collection of evidence to be used at a hearing, if such is necessary.
- **Senior Administrator** – Senior administrators are university administrators who report directly to the Chancellor of USC Aiken and include the Executive Vice Chancellor for Academic Affairs, the Vice Chancellor for Student Affairs, the Vice Chancellor of Finance and Administration, the Vice Chancellor for Advancement, and the Vice Chancellor for Information Technology.
- **Student Grievance Committee** – The Student Grievance Committee is comprised of the chair (a faculty member who also serves as the chair of the University Judicial Board), three faculty members and three students appointed by the chair from the University Judicial Board pool, and two staff members or administrators who are chosen by the chair from a pool of five staff members appointed by the Chancellor by April 30 of each academic year. The chair, three students, three faculty members, and the two staff persons or administrators constitute a quorum of the committee. If any member of the Student Grievance Committee is involved in the grievance, that member will be excluded from all deliberations concerning the grievance. Temporary replacement members of the committee will be appointed by the chair of the Student Grievance Committee.

Grievances

Unfair or improper treatment of a student by a faculty/staff member may be defined as:

- An instructor's or staff member's failure to abide by stated university policies (including policies related to the adverse effects on a student's academic standing due to problems in the instructor's ability to write or speak English) or state law; or an instructor's failure to abide by written or stated course requirements.
- An instructor's prejudiced or capricious evaluation practices which result in grades being assigned based on factors other than the student's performance on coursework. The procedures herein shall not extend to matters of grading student work where the substance of a complaint is based on the student's disagreement with the mark or grade placed on the student's work in partial or complete fulfillment of the course. Such matters shall be discussed by the student and the faculty member; however, the final decision regarding grade assignment rests solely with the faculty member. This responsibility for the assessment of student academic performance is integral to the nature of an academic institution and to the professional competency of its professoriate.
- Discrimination against students by faculty or staff in academic or non-academic matters for reasons of race, color, national origin, religion, sex, age, disability, or veteran's status.
- Improper personal or professional behavior involving faculty, staff, or administrators, excluding charges of sexual misconduct which are addressed by the USC System Sexual Harassment Policy. In addition to sexual harassment, the following issues cannot be addressed using this grievance procedure: disciplinary decisions, housing appeals decisions, residency classification decisions, traffic appeals decisions or any other type of decision where a clearly defined appeal process exists.

Grievance Procedures

All student grievances must follow the steps outlined below and meet all time requirements. If at any point during the grievance process someone fails to act within the requisite number of days, the principal parties in the grievance may appeal to the next step. Changes in the time requirements may be made if both parties involved in the grievance agree. The student may request the appropriate judicial officer to appoint a judicial procedures advisor to assist with the process at any time during the grievance process.

Step 1: If a student believes that he or she has been treated unfairly or improperly by a faculty or staff member, the student must schedule a conference with the faculty/staff member to discuss the matter within ten class days of the incident/situation in question. The faculty/staff member must agree to meet with the student within five class days of the request. The student must explain his or her position to the faculty/staff member and attempt to understand the justification for the faculty/staff member's actions. The purpose of this meeting is to attempt to reach a mutual understanding and to resolve all differences in an informal, cooperative manner.

Step 2: If the student is not satisfied with the result of this informal meeting, the student must submit a written request for a formal meeting to the faculty/staff member's immediate supervisor to discuss the student's complaint within five class days of the meeting. The written request should include the name of the individual whom the student is submitting a complaint against, a brief explanation of the complaint, and the action taken thus far (in Step 1). The supervisor must meet with the student, interview the individual against whom the complaint is being made, and deliver a written response as specified under the definition of delivery of written notice to both parties within ten class days of receipt of the student's request. In cases where there are intermediate supervisors between the immediate supervisor and the senior administrator, this step will be repeated for each intermediate supervisor. If the complaint is lodged against a senior administrator or the immediate supervisor is a senior administrator, the student should skip Step Two and proceed to Step Three.

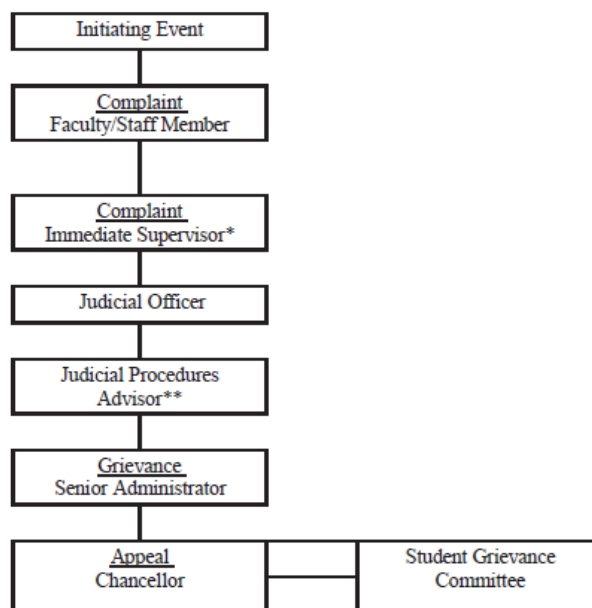
Step 3: If the student is dissatisfied with the results of the meeting with the immediate supervisor (and intermediate supervisor, if applicable), the student must submit a written request to the appropriate judicial officer within five class days for a formal meeting with a judicial procedures advisor. The judicial officer will appoint a judicial procedures advisor and inform the student of the appointment within five class days of receiving the written request. The student will meet with the judicial procedures advisor within five class days of the appointment. The student has five class days from the meeting with the judicial procedures advisor in which to file a written grievance and deliver it as specified under the definition of delivery of written notice to the appropriate senior administrator. The written grievance should specifically state what the student is grieving and provide an outline of the charges and dates/times of pertinent events, including the action taken thus far. Grievances against administrators reporting directly to the Chancellor will be sent to the Chancellor, who will assign another senior administrator to conduct the grievance hearing and make a recommendation to the Chancellor.

Step 4: Within five class days, the appropriate senior administrator will schedule a grievance hearing that must include all parties directly involved with the grievance. The hearing will be recorded by the senior administrator and these recordings will be maintained by the USC Aiken Director of Human Resources. The senior administrator must render a decision and notify the parties involved and the immediate supervisor as specified under the definition of delivery of written notice within ten class days of the hearing. The decision will also include notice of the student's right to appeal to the Chancellor.

* In cases where there are intermediate supervisors between the immediate supervisor and the senior administrator, the grievance will follow the chain of command. If the complaint is against a senior administrator or someone who reports to a senior administrator, Step 2 is skipped.

** The student may request a judicial procedures advisor at any time during the grievance procedure. A judicial procedures advisor is required prior to meeting with the senior administrator.

STUDENT GRIEVANCE PROCEDURE



Appeals

Step 1: If the student is not satisfied with the decision of the appropriate senior administrator and chooses to appeal, the student may submit a written appeal to the Chancellor. This appeal must be delivered as specified under the definition of delivery of written notice within five class days after the appropriate senior administrators decision is received and must include a reason for the request for review, an outline of the charges and dates/times of pertinent events, and a list of any witnesses who may have given testimony.

Step 2: The Chancellor will forward the appeal to the Student Grievance Committee for its review. The Student Grievance Committee serves in an advisory capacity only. Prior to the meeting of the Student Grievance Committee, the Chair will send the student written notice of the meeting, including names of the individuals who will be serving on the committee. The student has the right to challenge Student Grievance committee members for cause. Cause is defined as personal bias, prior involvement or inappropriate access to information concerning the case. During closed deliberations, the committee will consider the request for review and any documentation relevant to the case and may call relevant parties, including witnesses, to clarify the record. The student has the right to appear before the committee. The committee must submit a report of its findings and recommendations to the Chancellor within ten class days of receipt of the request. The final committee report may contain majority and minority recommendations.

Step 3: The Chancellor must review the appeal and the report from the Student Grievance Committee and may review any records or recordings related to the case and talk with anyone involved in the case or the review of the case prior to making a decision on the case. The Chancellor must render a decision within ten class days of receipt of the report from the Student Grievance Committee. A written statement of the Chancellor's decision will be delivered as specified under the definition of delivery of written notice to the parties directly involved, the appropriate supervisor(s), the appropriate senior administrator and the chair of the Student Grievance Committee. A record of each grievance brought to the attention of a senior administrator will be kept in a secure file in the office of the director of Human Resources.

STUDENT COMPLAINT PROCEDURES AND FORM

The SC Commission on Higher Education responds to formal complaints from students against public, independent non-profit and proprietary institutions of higher education in South Carolina. However, the Commission has limited authority over public and non-profit independent colleges and universities and cannot offer legal advice or initiate court proceedings. The Commission may not review student complaints in the following situations:

- where the complainant has retained legal counsel or legal action.
- where the complaint is related to course grades, academic sanctions, or discipline/conduct matters unless the student can prove that the institution did not comply with its policies and procedures for appeal.
- where another governmental agency has a process or jurisdiction to mediate the complaint.
- if the complaint was submitted to the Commission anonymously.

State Authorization Reciprocity Agreement (SARA)

South Carolina participates in the State Authorization Reciprocity Agreement (SARA). The South Carolina Commission on Higher Education serves as the state's portal agency for SARA and is the final authority for SARA-related complaints. If an out-of-state student enrolled in an SC institution via distance education wishes to file a complaint, he or she may complete and submit the Commission's complaint form below.

Guidelines for Filing a Student Complaint

In absence of mitigating circumstances, students must submit a complaint to the Commission within two calendar years of exhausting the appeals process at the institution.

Step 1: If a student has concerns related to classroom situations or administrative actions, he/she should contact the faculty or staff member(s) with whom he/she has a conflict. It may be possible to resolve the concerns without the need for formal institutional action. However, if the student's complaint is not resolved satisfactorily, or if the complaint cannot be resolved by contacting the faculty or staff member(s), the student should proceed to Step 2.

Step 2: The student should file a complaint through the institution's complaint process. Information about the process can usually be found in the institution's academic catalog, student handbook, or website. Many institutions have an ombudsman to mediate on behalf of the student. If the student is still unable to resolve the complaint, the student should proceed to Step 3.

Step 3: Investigate to where assistance may be available from other entities.

- **Nursing:** Students enrolled in nursing licensure programs should contact the SC Department of Labor, Licensing, and Regulation, Board of Nursing.
Website: <http://www.llr.state.sc.us/POL/Nursing/index.asp?file=STAFF.HTM>
- **Distance Learning:** Students enrolled in distance learning programs should contact the state authorization agency in the home state of the institution. Each institution includes state authorization information on its website.
Website: <http://www.nasasps.org/listing-of-regular-members>
- **Discrimination:** If a student believes that an institution has acted in a discriminatory manner, he or she may wish to contact the South Carolina Human Affairs Commission or the U.S. Department of Education's Office for Civil Rights.
SCHAC Website: <http://www.schac.sc.gov>
USED Website: <http://www2.ed.gov/about/offices/list/ocr/index.html>
- **Disabilities Accommodation:** If a student believes that an institution has not complied with the requirements of Section 504 of the *Rehabilitation Act of 1973* or Title II of the *Americans with*

Disabilities Act of 1990, which prohibit discrimination on the basis of disability, contact the U.S. Department of Education, Office for Civil Rights.
Website: <http://www2.ed.gov/about/offices/list/ocr/transition.html>

- **SC Financial Aid:** If a student has been denied South Carolina state-based financial aid, he or she may file an appeal with South Carolina Commission on Higher Education, Division of Student Affairs.
Website: <http://www.che.sc.gov/Students,FamiliesMilitary/Appeals.aspx>
- **Federal Financial Aid:** For student issues related to federal financial aid, contact the Ombudsman Group of the U.S. Department of Education for disputes related to Direct Loans, *Federal Family Education Loan (FFEL) Program* loans, *Guaranteed Student Loans*, and Perkins Loans.
Website: <https://studentaid.ed.gov/repay-loans/disputes/prepare/contact-ombudsman>
- **The Office of the Inspector General (OIG)** is charged with investigating and detecting fraud, waste, abuse, mismanagement, misconduct, or violations of state or federal law, and wrongdoing in the Executive Branch. OIG only has investigative authority over the Executive Branch of South Carolina State Government, which includes state-supported colleges and universities.
Website: <http://oig.sc.gov/Pages/default.aspx>.

Step 4: If the complaint cannot be resolved through the above channels, the student may file a complaint with the Commission. Complete and submit the Commission's complaint form below.

Commission Procedures for Reviewing a Student Complaint

- After receiving a complaint, Commission staff will review the submitted materials, and contact the complainant for any required additional information or clarifications.
- The Commission staff will then send a copy of the complaint to the institution against which the complaint has been filed and request a response, due within 30 calendar days.
- After receiving the response, Commission staff will determine whether the institution's complaint process has been followed and exhausted and what additional steps or follow-up may be taken. The Commission may outsource the investigation to another government agency.
- If it is concluded that the allegations do not establish a violation of standards or any serious deviation of educational standards imposed by the Commission, a letter is sent to the complainant confirming this, along with a copy of the institution's response.
- If it appears that a standard has been violated or that the institution has not complied with the institution's established policies, staff will attempt a settlement through mediation.
- If there is evidence that the institution may no longer be maintaining minimum standards, an investigation may be made to determine other actions.
- Results of the investigation are sent to both the complainant and institution.

Mail the complaint and required documentation to:

SC Commission on Higher Education
Academic Affairs
Attn: Student Complaint
1122 Lady Street, Suite 300
Columbia, SC 29201
or

E-mail: submitcomplaint@che.sc.gov

Complaint Form

Student Information:

Name _____ Date _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

Institution Information:

Name of Institution _____

Street Address _____

City _____ State _____ Zip Code _____

Person(s)/Committee who made final determination _____

Telephone _____ Email _____

Details of Complaint:

Program of Study _____

Dates of Attendance: Start _____ End _____

Date(s) of Incident _____

1. Have you completed the institution's complaint process and received a final determination?

____ Yes

- Provide a copy of the institution's complaint resolution procedure.
- Provide documentation of your exhaustion of the institution's complaint resolution procedure including any final letters of determination issued by the institution.

____ No

- Your complaint will not be considered until this requirement is met.

2. Information to include in your complaint.

- The events or circumstances upon which the complaint is based.
- The names and titles (if any) of the individuals involved.
- A statement of the resolution you seek.
- List of other entities such as the institution's accrediting agency or other state or federal agencies where you have also filed a complaint. Include name of entity, contact person, date filed, and status of the complaint.

Authorization

Initial the following:

- a) _____ I authorize the South Carolina Commission on Higher Education (CHE) to transmit a copy of my complaint (along with any attachments) to the institution for its response.
- b) _____ I authorize CHE, as part of its investigation of my complaint, to contact and discuss my complaint with officials, faculty, and staff at the institution.
- c) _____ I authorize the CHE to transmit this complaint and attachments to another state agency (such as the Office of the Attorney General or South Carolina Department of Education), a federal agency, the institution's accrediting agency, or an educational association to which the institution belongs.
- d) _____ I authorize the CHE to transmit this complaint (along with any attachments) to the appropriate state university system for investigation and resolution, if my complaint pertains to an institution in the State Technical College System or the University of South Carolina system.
- e) _____ I understand and agree that the CHE and its staff are not my agents or attorneys nor do they represent me in a legal capacity.
- f) _____ I understand that the Commission will not mediate complaints where the complainant has retained legal counsel or initiated legal action.
- g) _____ I understand and agree that CHE may disclose the information in response to a request under the Freedom of Information Act, Title 30, Chapter 4, *SC Code of Laws*, 1976, as amended.
- h) _____ I authorize institution representatives to photocopy and release documents or the complete and entire contents of my student financial, academic, personal, and all other records held by the institution upon request by CHE.
- i) _____ I authorize the institution to release my records to and discuss my records with CHE to investigate and act upon the complaint.
- j) _____ I agree to hold CHE and the institution harmless from any and all liability for the release of my records to any entities as specified above or any release of information as requested by accrediting authorities or government agencies.
- k) _____ I understand that the Commission may not have jurisdiction to mandate resolution of my complaint.

Declaration and Signature

I declare under penalty of perjury under the laws of the State of South Carolina that the allegations contained in this complaint are true and accurate to the best of my knowledge and belief.

Signature _____

Typed/Printed Name _____

Policies and Procedures

Use of Alcoholic Beverages on Campus

This policy governs the consumption, possession, distribution, and sale of alcoholic beverages (defined as beer, wine, and distilled spirits) on the University of South Carolina Aiken campus.

Based on a concern for the welfare of all members of the university community and in keeping with state and local laws, this policy is designed to promote the responsible use or non-use of alcoholic beverages. Consistent with our institutional mission statement, USC Aiken values responsible citizenship. Members of the campus community are expected to assume responsibility for their own behavior while consuming alcoholic beverages and to understand that being under the influence of alcohol does not lessen accountability to the university and the community. All members of the USC Aiken community are expected to comply with all of the laws and policies stated below.

South Carolina Law

It is against South Carolina law and USC Aiken policy to:

- Purchase, possess, or consume any alcoholic beverage if you are under the age of twenty-one.
- Provide any alcohol to a person under the age of twenty-one by transfer, gift, or sale
- Misrepresent your age for the purpose of procuring alcohol, including possessing a false or altered driver's license of ID
- Drive while under the influence of alcohol
- Have a blood alcohol level of .02 or higher while driving a vehicle if you are under the age of twenty-one (zero tolerance)
- Have an open container of alcohol in a moving vehicle
- Be intoxicated in public

Additional information on South Carolina alcoholic beverage laws is available at <http://www.scstatehouse.gov/code/title61.php>

Local Ordinance

It is against local ordinance and therefore university policy to consume alcohol in public within the city limits. Pacer Downs, Pacer Crossings, and Pacer Commons are located within the city limits. Therefore, consuming alcohol on apartment balconies or on the housing grounds is prohibited.

General Guidelines

- The legal consumption, possession, distribution, or sale of alcohol on campus is permitted only at events and locations approved by the Chancellor or designee (for departmental and university-wide events that are not primarily for students) or the Alcohol Event Review Committee (for student or student organization events). Legal consumption of alcohol is also permitted in university housing facilities, as stipulated in the University Housing Guidebook and the USC Aiken Student Handbook.
- A licensed third party vendor must provide/sell the alcoholic beverages at any on-campus events hosted by a university entity where students are present. The university's contracted food service provider will serve as the third party vendor unless the director of Food Service approves an alternate provider.
- Individuals will be held responsible for their behavior while under the influence of alcohol. Failure to comply with South Carolina state law or university policy may subject the person or group to state and/or university penalties.

- Any containers of alcohol that are being transported must be sealed and covered while on university premises.
- Common source containers of alcohol (e.g. kegs) are not permitted on campus at any time.
- Chugging, drinking games, initiations, funneling, or other potentially dangerous drinking games are prohibited.
- No student activity fee or other university collected fee will be used to purchase alcohol.
- This policy is subject to change to comply with new local, state, or federal laws or changes in operating procedures pertaining to the possession and consumption of alcoholic beverages.

Additional Guidelines for Students

- Students must adhere to the General Guidelines in this policy as well as all federal, state, and local laws and ordinances. They are also subject to the Student Code of Conduct and can be held accountable under multiple systems, whether or not a civil or criminal conviction is made.
- Regardless of the age of the student, the abuse of alcohol that results in impaired behavior is considered a violation of the alcohol policy.
- Being under the influence of alcohol does not constitute a defense for bad behavior. Students will be held responsible for their actions regardless of their consumption of alcohol.
- Sanctions for the violation of university policies are based on the severity and frequency of the violation. Sanctions may include, but are not limited to: completion of educational and risk reduction programs, fines, community service, probation, individual screenings, research papers, educational counseling group, and parental notification.*
- If a student fails to comply with the request of a University Police Officer to complete a sobriety test, it will be considered an automatic admission of having consumed alcohol.
- Students who are apprehended and charged by law enforcement agencies with alcohol-related criminal conduct off-campus are required to inform the Associate Director of Student Life of the charges.

**Parental Notification:* The Family Educational Rights and Privacy Act (FERPA) allows educational institutions to notify parents/guardians of students under the age of 21 when the student violates the university's alcohol or drug policies. Because we believe that parents can assist us in educating and empowering students to make responsible decisions regarding alcohol, we typically exercise our right to notify parents in the following situations:

- Drug Violations
- Repeat or serious alcohol violations

The university also reserves the right to notify parents for first alcohol violations if deemed appropriate.

Additional Guidelines for Student Organizations

- Student organizations hosting an event must adhere to the General Guidelines in this policy as well as all federal, state, and local laws and ordinances. They are also subject to the Student Code of Conduct and the Student Organization Social Events Policy and can be held accountable under multiple systems, whether or not a civil or criminal conviction is made.
- The decisions made or behavior exhibited by individual members of an organization may result in disciplinary action against the organization as well as the individuals involved.
- No funds of an officially recognized student organization deposited or administered through the university may be used to purchase alcohol.
- Student organizations may not provide alcohol for free or in exchange for a cover charge or ticket to an event.

- Student organizations that wish to have alcohol sold at an on-campus event must secure approval from the Alcohol Event Review Committee by submitting an Application to Serve Alcohol at a Campus Event. If the Alcohol Event Review Committee approves an organization's request to have alcohol at an event, all of the procedures stipulated in the Procedures for Sponsoring an On-Campus Student Event with Alcohol document will be followed or the organization will be subject to disciplinary action.
- Only beer and wine will be permitted at on-campus student events.
- Sanctions for the violation of university policies are based on the severity and frequency of the violation. Sanctions may include, but are not limited to, completion of educational and risk reduction programs, fines, community service, probation, suspension of student organization status, and suspension from use of university facilities for a designated period of time.
- Student organizations who wish to host events with alcohol must attend a social host responsibilities workshop prior to hosting their first alcohol event of the year.

Additional Guidelines for University Departments

- University departments and employees within those departments must adhere to the General Guidelines in this policy, all federal, state, and local laws and ordinances as well as the Drug-Free Workplace Policy (<http://www.sc.edu/policies/ppm/hr101.pdf>)
- University departments that wish to host an on-campus event with alcohol that is not primarily an event for students must secure permission from the Chancellor or designee.
- University departments that wish to host an on-campus event with alcohol that is primarily for students must secure approval from the Alcohol Event Review Committee by submitting the appropriate paperwork to the office of Student Life. If permission is granted for the event, all of the procedures stipulated in this policy must be followed.
- At on-campus events that are primarily for students, only beer and wine will be permitted.
- Guests or renters of USC Aiken facilities are subject to the guidelines delineated in this policy.

Note: Students, faculty, staff, or student organizations who serve or sell alcohol to students at off-campus events assume liability for enforcing the law and assuring appropriate behavior. In such instances, USC Aiken assumes no responsibility or liability.

Note: Student organizations that wish to host off-campus events with alcohol must complete a Social Event Agreement and Third Party Vendor Agreement forms and meet with the Associate Director of Student Life prior to the event.

Use of Drugs by Students

The University of South Carolina Aiken recognizes that drug abuse is one of the major problems confronting our society. The most common drugs use by college students and their effect on a person and can be found at <https://www.usca.edu/counseling-center/topics-issues/drugs>. Within the university community, services are available to reduce the problems associated with drug abuse. Students with drug problems may seek confidential counseling and advice through the USC Aiken Counseling Center and the USC Aiken Student Health Center. Additional Aiken resources include Aiken Center <https://www.aikencenter.org/>. Although the university recognizes the need for providing remedial services, it does not intend to shelter persons who violate state or federal drug or narcotics laws.

University officials will assist and cooperate with law enforcement personnel as they perform their duties in controlling drug abuse. Students charged with violating state and federal laws are subject to further disciplinary action by the university.

<https://www.deadiversion.usdoj.gov/21cfr/21usc/>
<https://www.scstatehouse.gov/code/t44c053.php>

Statement of Policy

The possession, use, manufacture, sale, or distribution of any counterfeit, illegal, or controlled drug without a prescription or the possession of drug paraphernalia, such as pipes, bongs, or items that have been modified or adapted so that they can be used to consume drugs are not permitted on university premises or at any university-sponsored event.

Specific prohibited actions include:

- The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or controlled substances*
- Being in the presence of illegal drugs or controlled substances
- The possession or sale of drug paraphernalia (such a roach clips, bongs, water pipes, cocaine spoons, etc.)
- The distribution or delivery of an imitation ("look alike"), non-controlled substance which is represented as a controlled substance.

*The term "controlled substances" refers to those drugs and substances whose possession, sale, or delivery results in criminal sanctions under South Carolina law.

Sanctions

- Legal

As citizens, students have the responsibility for knowing and complying with the provisions of state and federal law related to drugs. A student who violates any of these laws is subject to prosecution and punishment through the legal system. Information on federal and state drug laws and penalties is provided here <https://www.scstatehouse.gov/code/t44c053.php> and <https://www.deadiversion.usdoj.gov/21cfr/21usc/>. (Students who are apprehended and charged by law enforcement agencies with drug-related criminal conduct off-campus are required to inform the Chief Judicial Officer.

- University Disciplinary

In addition to any federal and state charges, a student is subject to disciplinary action through the university judicial process. This process may precede criminal or civil proceedings. It is not "double jeopardy" for both the civil authorities and the university to proceed against and sanction a person for the same specific conduct.

The university considers any violation of the drug policy to be a serious offense. The university will respond to all reported violations of this policy in accordance with disciplinary procedures included in the Student Handbook. Although violations will be handled on a case-by-case basis, any violation that is deemed to be a threat to the safety and health of the campus community will result in summary suspension prior to a formal hearing. Sanctions that may be imposed by the university include, but are not limited to, the following:

Suspension

Summary Suspension

Suspension Held in Abeyance with Conditions

Expulsion

Counseling

Educational Programs

Conditions and Restrictions

Probation?

- **University Housing**

A student who is suspected of violating the drug policy while living in on-campus housing will be subject to immediate removal from housing as a response to violating the terms of the housing contract.

Eligibility for Federal and State Financial Assistance

Students found in violation of the drug policy jeopardize their ability to receive federal and state financial assistance for which they might otherwise be eligible.

Parental Notification Policy

In 1998 changes in the law that governs the privacy of student records, the Family Educational Rights and Privacy Act (FERPA), permitted colleges and universities to inform the parents/guardians of students under the age of 21 when they determined the student violated university alcohol and drug policies. At the University of South Carolina Aiken, we believe such notification can help us in educating our students. While we constantly strive to educate and empower students to make more responsible decisions about drug and alcohol usage, we know that the support of parents in this process is critical. The University of South Carolina Aiken typically exercises its right to notify parents of students under the age of 21 in the following situations:

- Cases involving drug violations
- Repeat or serious alcohol violations

The university also reserves the right to notify parents for first alcohol violations if deemed appropriate.

Future Revisions

The University of South Carolina Aiken reserves the right to update this policy. Students are responsible for being aware of changes as they are disseminated to the campus community.

Racial Harassment

It is the policy of the University of South Carolina Aiken to conduct and provide programs, activities, and services to students, faculty, and staff in an atmosphere free from racial harassment. Racial harassment is any behavior that would verbally or physically threaten, torment, badger, heckle, or persecute an individual because of his/her race.

Racial harassment of university faculty, staff, students, or visitors is prohibited and shall subject the offender to appropriate disciplinary action. This administration has an open door policy for any student who feels he or she has been subjected to racial harassment or discrimination. In the event that a student needs to file a grievance, contact the Vice Chancellor for Student Affairs. Unclassified faculty can seek advice from the Vice Executive for Academic Affairs; unclassified administrators and classified staff may seek advice from the Human Resources office.

Sexual Harassment

It is the policy of the University of South Carolina Aiken, in order to maintain an environment in which the dignity and worth of all members of the institutional system are respected, that sexual harassment of employees or students is prohibited. Such conduct is a form of behavior which seriously undermines the

atmosphere of trust essential to the academic environment. This policy is consistent with federal and state laws prohibiting sex discrimination. It is also a policy of the university that willful false accusation of sexual harassment shall not be condoned. The full text of the policy is located in the office of Human Resources or can be found at www.sc.edu/policies/eop102.html

Sexual Assault

It is the policy of the University of South Carolina Aiken, in order to maintain an environment in which the dignity and worth of all members of the institutional system are respected, that sexual harassment of employees or students is prohibited. Such conduct is a form of behavior which seriously undermines the atmosphere of trust essential to the academic environment. This policy is consistent with federal and state laws prohibiting sex discrimination. It is also a policy of the university that willful false accusation of sexual harassment shall not be condoned.

Rationale

The University of South Carolina Aiken is an educational institution bound by common standards of conduct and a commitment to its educational mission. Sexual assault is considered particularly abhorrent because it interferes with our educational mission:

- By endangering the physical and emotional safety
- By damaging trust
- By offending the dignity and violating autonomy
- By disrupting the academic progress of victims during their recovery

The purpose of this policy statement is to describe the university's efforts to provide:

- Resources aimed at reducing the risk of sexual assault, including educational programs for men and women
- A statement of expectations for behavior with regard to sexual conduct, procedural interventions to offer support and information following a sexual assault, and campus judicial procedures that provide for the needs of victims and protect the rights of alleged assailants.

Statistically, members of college communities are at great risk of being assaulted or exploited sexually and most probably by someone known or trusted by the victim. Studies have shown that sexual assaults occur with disturbing frequency among college age men and women but are very often unreported. In order to provide for the needs and care of victims, as well as to enforce the behavior standards critical to our mission, it is important that all violations of this policy are reported to appropriate authorities, including the law enforcement officials or agencies with jurisdiction in the location of the incident. Portions of this policy may parallel published laws, but are in no way intended to substitute or supplant those laws. USC Aiken students are expected to comply with and abide by university policies and the laws of the State of South Carolina.

Because research has shown that alcohol and other drug use is typically associated with sexual assault, especially date and acquaintance rape, it is important to be aware of and manage health and safety risks while complying with all university policies, and state and federal laws related to alcohol and drug use. The use of these substances, in conjunction with an incident of sexual assault, does not mitigate responsibility or diminish the seriousness of the crime. This policy is subject to change to comply with changes in relevant laws or university operating procedures or regulations.

Victim's Bill of Rights

Victims of sexual assault who report their experience to university officials can anticipate that:

- All sexual assaults will be treated seriously.
- Victims will be treated with dignity and respect and in a non-judgmental manner.

- Campus organizations and services which can assist victims will be identified.
- When a crime is reported to university officials, those officials will offer assistance in notifying proper authorities.
- When victims report and choose to pursue action against alleged assailants, assaults will be investigated and adjudicated by appropriate criminal and/or university officials.
- University personnel will not discourage victims from reporting, nor encourage them to under-report the incident as a lesser time.
- Victims may invite an advisor they choose to accompany them through university disciplinary proceedings.
- A victim will be notified of the outcome of related university discipline proceedings and has the rights to appeal the outcome. The victim and charged student must respect the privacy rights of all involved.
- University personnel will cooperate in obtaining, securing, and maintaining evidence (including a medical examination) necessary in legal proceedings.
- Victims will be made aware of any state or federal laws regarding mandatory testing of sexual assault suspects for communicable disease and whether these professionals can notify a victim of the results of these tests.
- Victims will be informed of mental health services available.
- Victims will be afforded the opportunity to request immediate on-campus housing relocation, transfer of classes, or other steps to prevent unnecessary or unwanted contact or proximity to an alleged assailant when reasonably available.
- All students have the right to an environment free from sexual or physical intimidation, or any continuing disruptive behavior, by persons sharing rooms or their guests, that would prevent a reasonable person from attaining their educational goals. Disruptive behavior of this nature should be reported to appropriate university staff, so it can be addressed.
- The sexual history of the victim is not considered relevant to the truth of the allegation; therefore, information regarding sexual history external to the relationship between the victim and the alleged assailant will not be considered in discipline hearings.

University Definitions

For the purpose of this policy and related procedures, the term sexual assault is defined as “unwilling or non-consenting sexual intercourse or penetration of any bodily opening with any object; the touching of an unwilling person’s intimate parts (such as genitalia, groin, breast, buttocks, mouth, and/or clothing covering them); touching an unwilling person with one’s own intimate parts; or forcing an unwilling person to touch another’s intimate parts.”

Behavior contemplated in this definition includes acts that are unwanted and/or may be committed either by force, threat, intimidation, or deceit, or through exploitation of another’s mental or physical condition of which the assailant was aware or should have been aware.

USC Aiken student conduct regulations incorporate this definition by obliging students to comply with all published policies and procedures of the university (see USC Aiken Student Handbook). Behaviors prohibited by this policy may also be prohibited by the general student conduct regulations obliging students to comply with all published state, local, and federal (see “Compliance with General Laws” under “Student Discipline System” in the USC Aiken Student Handbook.)

Such behaviors may also be simultaneously covered by the general regulations prohibiting “disruptive activity” and “disorderly conduct.” Attempting, abetting, or being an accessory to any prohibited act is considered the same as a completed violation.

Criminal Definition

By publishing this policy, USC Aiken does not intend to substitute or supersede related civil and criminal law. It is the policy of this institution to strongly encourage victims to report all incident and violations to the law enforcement agencies or officials with appropriate jurisdiction and to avail themselves of all the services and rights to which they are entitled by law.

It should be clearly understood that there is a fundamental difference between the nature and purpose of student discipline and criminal law. Regardless of the charge(s) issued or procedures employed, sanctions issued by the university can be expected to be consistent with the educational mission of the institution. According to USC Aiken's Student Handbook, Student Discipline section, students who are apprehended and charged by law enforcement agencies with felony criminal charges off campus are required to inform university officials. The university may bring disciplinary action against the student for the same incident if the alleged conduct is prohibited by the institution and/or if it is judged to be adverse to the recognized mission of the institution. University disciplinary procedures should be considered distinct and independent of any and all criminal procedures. Discipline procedures may precede, occur simultaneously, or follow and consider the results of any relevant court action. When necessary, temporary action may be taken in the form of summary suspension, summary restrictions or officially requesting no contact between the victim and accused assailant. Any of these measures may result in a student's restricted participation in university events outside attendance of classes and appointments related to the resolution of discipline matters.

The South Carolina State Code of Laws (SC Code Ann. Sec. 16-3-651 to 16-3-656) defines criminal sexual conduct, including rape, with the respective penalties as follows:

Sec. 16-3-651. Definitions used in sections 16-3-651 to 16-3-659.1

For the purposes of sections 16-3-651 to 16-3-659.1:

- (a) "Actor" means a person accused of criminal sexual conduct.
- (b) "Aggravated coercion" means that the actor threatens to use force or violence of a high and aggravated nature to overcome the victim or another person, if the victim reasonably believes that the actor has the present ability to carry out the threat, or threatens to retaliate in the future by the infliction of physical harm, kidnapping or extortion, under circumstances of aggravation, against the victim or any other person.
- (c) "Aggravated force" means that the actor uses physical force or physical violence of a high and aggravated nature to overcome the victim or includes the threat of the use of a deadly weapon.
- (d) "Intimate parts" includes the primary genital area, anus, groin, inner thighs, or buttocks of a male or female human being and the breasts of a female human being.
- (e) "Mentally defective" means that a person suffers from a mental disease or defect which renders the person temporarily or permanently incapable of appraising the nature of his or her conduct.
- (f) "Mentally incapacitated" means that a person is rendered temporarily incapable of appraising or controlling his or her conduct whether this condition is produced by illness, defect, the influence of a substance, or from some other cause. "Physically helpless" means that a person is unconscious, asleep, or for any other reason physically unable to communicate unwillingness to an act.
- (g) "Sexual battery" means sexual intercourse, cunnilingus, fellatio, anal intercourse, or any intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body, except when such intrusion is accomplished for medically recognized treatment or diagnostic purposes.
- (h) "Victim" means the person alleging to have been subjected to criminal sexual conduct.

Sec 16-3-652. Criminal sexual conduct in the first degree.

- (a) A person is guilty of criminal sexual conduct in the first degree if the actor engaged in sexual battery with the victim and if any one or more of the following circumstances are proven:
 - (1) The actor uses aggravated force to accomplish sexual battery.

- (2) The victim submits to sexual battery by the actor under circumstances where the victim is also the victim of forcible confinement, kidnapping, trafficking in persons, robbery, extortion, burglary, housebreaking, or any other similar offense or act.
 - (3) The actor causes the victim, without the victim's consent, to become mentally incapacitated or physically helpless by administering, distributing, dispensing, delivering, or causing to be administered, distributed, dispensed, or delivered a controlled substance, a controlled substance analogue, or any intoxicating substance.
- (b) Criminal sexual conduct in the first degree is a felony punishable by imprisonment for not more than thirty years, according to the discretion of the court.

Sec. 16-3-653. Criminal sexual conduct in the second degree.

- (a) A person is guilty of criminal sexual conduct in the second degree if the actor uses aggravated coercion to accomplish sexual battery.
- (b) Criminal sexual conduct in the second degree is a felony punishable by imprisonment for not more than twenty years according to the discretion of the court.

Sec. 16-3-654. Criminal sexual conduct in the third degree.

- (a) A person is guilty of criminal sexual conduct in the third degree if the actor engages in sexual battery with the victim and if any one or more of the following circumstances are proven:
 - (1) The actor uses force or coercion to accomplish the sexual battery in the absence of aggravating circumstances.
 - (2) The actor knows or has reason to know that the victim is mentally defective, mentally incapacitated, or physically helpless and aggravated force or aggravated coercion was not used to accomplish sexual battery.
- (b) Criminal sexual conduct in the third degree is a felony punishable by imprisonment for not more than ten years, according to the discretion of the court.

Sec. 16-3-656. Assault with intent to commit criminal sexual conduct. Assault with intent to commit criminal sexual conduct described in the above sections shall be punishable as if the criminal sexual conduct was committed.

(Note: One charged with Criminal Sexual Conduct may not be considered for pre-trial intervention. SC Code section 17-22-50)

Procedures for Victim

Immediate Care and Treatment:

Medical attention is crucial to assess possible internal injuries or sexually transmitted diseases, as well as to collect medical evidence should the victim choose to pursue prosecution. The police will be contacted by the hospital to take possession of the evidence collected while the victim makes a decision about whether to pursue charges. Any student who feels that he or she has been sexually assaulted and requires medical attention should immediately:

i. If an Assault Occurs on Campus

If an assault occurs on campus, contact University Police at 803-648-4011 or 6111 from a campus phone extension); or Rape Crisis Center at 803-641-4162 (after hours and weekends at 803-648-9900). The sooner a sexual assault is reported, the easier it is to collect valuable evidence. To facilitate evidence collection, the victim:

- Should not bathe or douche
- Should not urinate

- Should not drink any liquids
- If oral contact has occurred, the victim should not smoke, eat, or brush teeth
- If clothes are changed, soiled clothes should be placed in a paper bag (plastic destroys crucial evidence)

University Police may transport the victim to Aiken Regional Medical Center for medical attention and a rape protocol exam. If the victim does not want to contact the police, a friend or a relative may transport the student to the hospital. When the victim arrives at the emergency room, the hospital may call the Rape Crisis Center to arrange for a victim advocate to accompany the victim throughout the exam and any law enforcement procedures. The hospital staff may also contact University Police and/or the police where the incident occurred.

ii. If an assault occurs off campus:

Contact area police via 911 system (Aiken County) or if no 911 system is available, call your local police, or in Aiken call the Rape Crisis Center at 641- 4162 (after hours and weekends at 648-9900). The sooner a sexual assault is reported, the easier it is to collect valuable evidence. To facilitate evidence collection, the victim:

- Should not bathe or douche.
- Should not urinate.
- Should not drink any liquids.
- If oral contact has occurred, the victim should not smoke, eat or brush teeth.
- If clothes are changed, soiled clothes should be placed in a paper bag (plastic destroys crucial evidence).
- The police department with jurisdiction in the area will most often direct the victim to an area hospital for medical attention and a rape protocol exam. If the victim does not want to contact police, a friend or relative may transport the student to the hospital. When the victim arrives at the emergency room, the hospital staff may call a Rape Crisis Center in that area and/or may contact the local police where the incident occurred. The hospital staff may also contact USC Aiken University Police. If a victim chooses not to go to the hospital, the victim is strongly urged to seek appropriate medical attention.
- **Reporting**
All victims of sexual assault/battery are encouraged to report the incident to law enforcement agencies. Should the victim choose not to immediately involve law enforcement officials, the victim is strongly urged to go through the rape protocol exam for medical attention and for the purpose of preserving important physical evidence of the assault. This evidence may be used if the victim chooses to pursue legal prosecution at a later date. The rape protocol exam should be completed as soon as possible. Physical evidence can be obtained up to 72 hours after the assault, recognizing that as time passes, the quality of the evidence diminishes. A student victim may also choose to file a report with the Judicial Hearing Officer or the Director of the Counseling Center. An explanation of this procedure can be obtained in the Student Handbook. The disciplinary procedures are also described in a separate section below and published in the Student Handbook.

Whether or not legal or disciplinary action is desired, an anonymous report may be filed, at any time, with the Director of the Counseling Center. This report provides USC Aiken staff with information about the crime that may be valuable in their efforts to prevent future crimes and

educate other students about the high risk areas. The Director of the Counseling Center can be reached at 803-641-3609.

- **Discipline Policies and Procedures for Victim and/or Witness**

Witnesses to or victims of the above described sexual misconduct may wish to contact the Judicial Hearing Officer if the accused is a USC Aiken student. In this event, the Judicial Hearing Officer will meet with the witness or victim to discuss the report and determine whether there is reason to believe a conduct code offense has occurred. At the same time, discipline procedures will be reviewed and the possible roles the witness or victim may play in the gathering of this information and/or the resolution of the complaint will be explored. At this meeting, if the victim or witness is willing and prepared, staff may conduct an investigative interview. At the victim's or witness's request, an advisor, counselor, attorney, parent, friend, or the Director of the Counseling Center may attend. In this meeting, and as needed, the Judicial Hearing Officer or the Vice-Chancellor for Student Affairs will answer questions and provide offended individuals with general information about civil and criminal options available to victims or witnesses.

When it is determined that there exists sufficient reason to believe a violation of university policy has occurred, disciplinary procedures may be initiated. It should be understood that victims and witnesses need not "press charges," instead, the university is responsible for initiating this investigative process. Furthermore, the university is not required to await the outcome of any criminal action against the accused before initiating disciplinary action, if such is deemed necessary. Victims or witnesses can expect to be asked to contribute testimony and information to assist in the resolution of the complaint.

- **Follow-up and Recovery Services for the Victim**

Research has shown that follow-up counseling is of significant benefit to a victim of sexual assault and/or related trauma. This counseling may be initiated at any time after an assault (from hours to years). On or off campus counseling and other services are available to a student victim whether or not the crime was reported or prosecuted.

The Rape Crisis Center (division of the Cumbee Center to Assist Abused Persons, "CAAP") is an off-campus resource that provides short-term counseling, as well as crisis intervention. Services are provided for all victims, no matter when the assault occurred. Their 24-hour hotline number is 803-641-4162.

The Counseling Center is an on-campus resource that provides free counseling to students. The phone number is 803-641-3609. They also assist victims with filing a discipline complaint, notifying instructors of absences or other needs, and/or helping a student withdraw.

The Vice Chancellor for Student Affairs can assist a victim with filing a discipline complaint, notifying instructors of absences or other needs, and/or helping a student withdraw. The phone number is 803-641-3588.

Procedures for Accused Party

- **Discipline policies and procedures for accused party**

To begin discipline procedures, individuals thought to have relevant information or testimony, including the accused party, will be contacted and interviewed by appropriate university officials. If sufficient information is available to conclude there is reason to believe, or "reasonable grounds" to do so, the university will issue charges from the general student conduct regulations and will follow the judicial procedures for non-academic offenses as set forth in the USC Aiken Student Handbook.

A summary of this procedure follows:

The accused party will be offered the opportunity to choose one of two possible hearing procedures. Note: Under certain circumstances outlined in the Student Code of Conduct, an administrative

hearing is NOT an option. The Non-Academic Judicial Hearing Officer may decline to hear the case in this manner due to conflict of interest or severity of the case (felony arrest) and request a University Judicial Board Hearing be held.

- 1) The accused party may choose a formal administrative hearing, in which the university's judicial officer or designee is authorized to consider testimony and act as hearing officer, deciding whether the accused is responsible for the charge(s) as issued, and what the university response or sanction, if indicated should be.
- 2) The accused student may choose a hearing before the University Judicial Board, a group of faculty and students who are trained and authorized to conduct hearings to determine responsibility and appropriate sanctions. In each hearing procedure, the burden of proof shall be on the university as the adjudicating party. Decisions regarding responsibility for charges shall be based on a "preponderance of evidence" standard, meaning responsibility does not have to be proven beyond a shadow of a doubt. The university need only demonstrate that the charged student is more likely than not responsible for the charge. In these investigative hearings, regardless of the procedure chosen, the hearing officer or University Judicial Board members will not be restricted from testimony by technical rules of evidence. Charged students are assured a right of access to a list of witnesses invited to testify, as well as opportunity to review all available physical and documentary evidence to be presented at the hearing. In these informal, non-adversarial hearings, there is no formal cross examination. Charged students are, however, entitled to question and rebut any evidence presented. In order to conduct a fair, orderly hearing, special accommodations may be made in hearing procedures, such as indirect questioning, or special seating arrangements in the hearing room. Both the charged student and the victim may be accompanied by the advisor of their choice and remain present while all testimony is presented.

The advisor or counsel may, with written permission of the charged student:

- 1) Advise the accused student about the preparation and presentation of the case
- 2) Accompany the charged student to all judicial proceedings
- 3) Have access to evidence, witness lists, documents, and exhibits relating to the case.

Should the hearing authority determine a student is responsible for the charges issued, the student's disciplinary record may be made available to the authority. The hearing authority will then adjourn again to determine what sanction(s) are appropriate to the circumstances and individual. Possible sanctions include permanent suspension, suspension for a period of time, suspension held in abeyance, disciplinary probation, conditions, reprimand, restitution, and educational sanction.

- Follow-Up Services for Accused Party

Follow-up counseling may be of significant benefit to an accused party. On or off campus counseling and other services are available to an accused party whether or not the crime was reported or prosecuted. The Counseling Center is an on-campus resource that provides free counseling to currently enrolled students. The phone number is 803-641-3609.

The Cumbee Center to Assist Abused Persons (CAAP) provides referrals to counseling services for men who commit sexual assault or abuse their partners

The Judicial Hearing Officer can assist an accused party with notifying instructors of absences or other needs. This office also handles the investigation and resolution of discipline complaints. The phone number is 803-641-3588.

The South Carolina Bar Association, Lawyer Referral Service, can assist an accused party in finding an attorney to represent them in civil and/or criminal proceedings. The phone number is 1-

800-868-2284 or 803-799-7100.

Procedures for Reporting to Campus Community

Federal law requires that timely notice of assaults be made to the campus community if it is felt that a threat to any other person(s) exists. In these cases, the Chief of University Police, in consultation with the Vice Chancellor for Student Affairs, will notify the campus community through whatever means are appropriate for the particular case.

Educational Resources

The following offices within the University of South Carolina Aiken and the Aiken community provide a variety of educational offerings related to sexual assault, personal safety, appropriate use of alcohol, healthy relationships, etc. For more information, the following offices should be contacted:

- USC Aiken Counseling Center, Business and Education Building, Room 126, 803-641-3609.
- University Police, 803-648-4011 (from off-campus phone) or 6111 (from on-campus phone)
- Cumbee Center to Assist Abused Persons, Rape Crisis Center 803-641-4162
- Aiken Regional Medical Center, The Resource Center, 655 Medical Park Drive, Aiken, 803-641-5926
- Aiken-Barnwell Community Mental Health Center, 1135 Gregg Highway, Aiken, 803-641-7700

Hazing Policy

The University of South Carolina Aiken prohibits any form of hazing. No organization, registered or otherwise, officially or in fact, may participate in the activity of hazing. Hazing is defined as any action or situation created by individuals, clubs, and organizations, on or off campus, that could cause or has the potential to result in harassment, emotional or physical abuse of harm, embarrassment, anxiety, ridicule, or the violation of a university rule, no matter how good the end result or intent.

Example of hazing, include but are not limited to:

- Tests of endurance
- Submission of members of prospective members to potentially dangerous or hazardous circumstances
- Paddling
- Forced indulgence of alcohol or food
- Forced excessive exercise
- Indecent stunts or dress
- Deprivation of sleep, normal sleep patterns, or adequate study time
- Physical harassment such as pushing, shoving, tickling, yelling, etc.
- Deprivation of normal amounts of food and water
- Individual or group interrogations such as line-ups
- Personal servitude
- Assigning pranks
- Forced or coerced trips such as kidnaps, displacement, and “pledge” dumps

Registered organizations and groups shall be permitted certain initiation ceremonies and activities, which when examined by the ordinary university student, would seem reasonable under the circumstances and justified in view of the purpose for which they are conducted.

It shall not constitute a defense to the charge of hazing that the participants took part voluntarily, that they voluntarily assumed the risks or hardship of the activity, or that no injury in fact was suffered.

For information on the South Carolina Hazing Law, the USC Aiken Hazing Policy, or to initiate a complaint for alleged hazing, contact the Associate Director of Student Life.

In accordance with the **Tucker Hipps Transparency Act**, the university publishes this report on actual findings of violations involving **alcohol**, **drugs**, **sexual assault**, physical assault and **hazing** by fraternity and sorority organizations formally affiliated with the institution. The report includes the name of the responsible organizations; the dates of the incident, report, charge, investigation and resolution; and a general description of the incident and the subsequent charges, findings and sanctions placed on the organization.

<https://www.usca.edu/fraternity-and-sorority-conduct>

Responsible Use of Data, Technology and User Credentials

PURPOSE

All individuals and organizational units that use or access university data, technology, and user credentials must comply with state and federal laws, statutes, and regulations; must comply with all applicable university policies, standards, and procedures; must have prior authorization for related activities based on job duties or other demonstrated need, and must not compromise the appropriate availability, confidentiality, integrity, privacy, or security of data, technology, and user credentials.

In order to successfully carry out its mission, USC will act to protect the confidentiality, integrity, and availability of data, technology, and user credentials. USC promotes responsible use and prohibits unauthorized use of these university assets, including for personal or other non-university purposes. Such use may be grounds for investigation and disciplinary action.

DEFINITIONS AND ACRONYMS

Constituents are persons and entities that have a relationship to any organizational unit of the university system, including but not limited to: students (prospective students, applicants for admission, enrolled students, campus residents, former students, and alumni), employees (faculty, staff, administrators, student employees, prospective employees, candidates for employment, former employees and retirees), and other affiliates (including but not limited to board members, consultants, contractors, donors, invited guests, recipients of goods and services, research subjects, and volunteers).

Consumable Software and Devices are items purchased by the university which would cost more to track, reclaim, or redistribute than the original purchase price.

Data and Information (Data) are, individually or collectively, the known values, content, media (audio, visual, multimedia), information, intellectual property, official reports, and work product which the university or its organizational units collect, issue, produce, process, purchase, transmit, maintain and/or store regarding university Constituents, business processes, events, operations, performance, and services. See also University Data (UNIV 1.51).

Personal Matters are individual or family concerns that are not related to the university, such as community activities and outside employment, including promotion, solicitation, services or sales.

Personal Technology Assets are items that have been purchased, provided, or otherwise obtained by the User and are not considered university property. Examples include smart phones, tablets, personal computers, home network, and third-party services such as email and cloud storage.

Principle of Least Privilege (POLP) holds that every user of an asset should be authorized to, and should use, only the least set of privileges, rights, and permissions necessary to complete an assigned job or responsibility. In cases where assets, information systems, and services do not support strict controls, users are obligated to abide by POLP in their individual activities.

University Business describes processes, transactions, communications, and records produced or received by a USC employee or a party acting on behalf of the university, regarding actions, operations, services, and Constituents of the university or its units, as well as official university reports, requests, policies, and procedures; any matter subject to Freedom of Information Act (see UNIV 2.00) is considered University Business. Such data may include, but is not limited to, human resources, student records, alumni/development, and other administrative information; data classified as Restricted, Confidential, or Internal Use is most often included (see UNIV 1.51).

The term University Business excludes teaching and learning activities, as well as academic research data, personal property, items that are public record, and intellectual property (see ACAF 1.33).

University Technology Assets are university owned hardware, devices, equipment, virtual desktop, software, information systems and services (whether on premises or not), databases and data stores, datacenters, learning management systems, network (including wired, wireless, Internet, and Virtual Private Network), audio, video, communications and telephony, which the university purchases, provides, or otherwise acquires.

User Credentials are accounts, email accounts, network username, other user names, identifiers and identity badges, digital identities (including those generated internally or under agreement with a third party or federated identity service), and the associated access rights, authorization, and services, which the university collects, requires, or issues in order to enable users to access data, information, communications, and/or technology, including for authentication.

User (or End User) refers to any person or system that accesses university assets including data and information systems.

POLICY STATEMENT

1. The university retains all rights to its data, technology, and user credentials.
2. The university utilizes the State of South Carolina's statutory definition of Personal Identifying Information (PII) and affords protections to such information accordingly.
3. The university promotes the Principle of Least Privilege (POLP) by limiting access to its assets based on job duties or other demonstrated need.
4. All users have a direct personal responsibility for the appropriate use of data, including University Data (see UNIV 1.51), technology, and user credentials; all users must comply with this policy and related standards and procedures, and must:
 - a. protect and properly use these assets regardless of their physical location;
 - b. adhere to applicable state and federal laws, statutes, and regulations;
 - c. abide by USC policies, procedures, guidelines, and privacy and security protections and controls;
 - d. accept responsibility for all activity they initiate or conduct through the use of their user credentials; e. refrain from accessing or using University Data and Information for Personal Matters;
 - e. limit use of University Technology Assets such as hardware and network for Personal Matters; and
 - f. acknowledge their access to sensitive data and complete all required training for the data to which they are authorized.

5. Users may not share or transfer university data, technology, or user credentials without prior authorization. Users must transfer possession or cease use when instructed by an appropriate manager.
6. Data and system users must uphold the confidentiality and privacy rights of individuals whose records they access; must adhere to controls based on Data Classification, including restrictions on access by Personal Technology Assets; must not disclose, share, or transmit data except as required by job duty or authorized in advance by the appropriate Data Steward and/or manager; and must accurately represent data, aggregations of data, or unit records when using, sharing, or transmitting data.
7. Users who access, utilize, and/or transport university data or technology away from university facilities must adhere to the Secure Remote Access Guidelines (<http://tinyurl.com/z9naz7e>) and applicable policies and procedures.
8. Individuals who use Personal Technology Assets to access or interface with university data, technology, or user credentials, are bound by this and other policies, related procedures, and guidelines.
9. Employees and organization units must use university-provided email accounts with a domain listed in Enterprise Data Standard 1.03, Email Domain Standard & Catalog (<http://tinyurl.com/z9naz7e>), and are prohibited from using personal or other external email accounts, for the conduct of University Business. Employee and organization unit email accounts must not be auto-forwarded to personal or other external email accounts; this prohibits practices known as store-and-forward as well as forward-and-delete. This provision applies to student employees when receiving and sending University Business-related email.
10. Managers are responsible for informing, orienting, and training employees, students, and other Constituents in the acceptable and responsible use of data, technology, and user credentials. They:
 - a. must ensure that university data, technology and user credentials are appropriately authorized and issued based on job duties or other responsibility;
 - b. must maintain accurate and current records of authorized access and technology issued to their personnel;
 - c. must terminate or modify access in a timely manner for users who change job duties or responsibilities;
 - d. may restrict the use of Personal Technology Assets and/or may require exclusive use of University Technology Assets based on Data Classification, individual or organizational unit functions, job duty, and/or university procedures.
 - e. may impose additional restrictions on the use of University Technology Assets for Personal Matters, including use of Data and Information, hardware, and network.
 - f. must initiate and retain current and accurate documentation of User Agreements as well as external and internal data sharing agreements.
11. The Vice President for Information Technology and Chief Information Officer is responsible for administration, coordination, and clarification of this policy.

PROCEDURES

1. Users must acknowledge they have received, read, and agree to follow this policy, related confidentiality and privacy provisions, standards, procedures, rules, and regulations pertinent to assets they are authorized to use. Users are required to complete a User Agreement for Responsible Use and Confidentiality of Data, Technology, and User Credentials (Appendix 1) prior to being authorized or granted access to data, technology, and user credentials.

2. Users are responsible for reporting known or suspected compromises of university data, technology, or user credentials to the University Information Security Office in a timely manner, in addition to other provisions of policy IT 3.00 (Information Security; see <http://www.sc.edu/policies/ppm/it300.pdf>) and the Information Security program, standards, and incident response process (see <http://tinyurl.com/js463of>).
3. University organizational units that require internal exchange, transmission, or other sharing of data and information must establish and adhere to an Internal Data and Information Sharing Agreement (Appendix 2) prior to any sharing or transmission.
4. University personnel responsible for sharing or transmitting university data or 5 information concerning university Constituents, operations, or business processes with an external entity are responsible for ensuring an External Data and Information Sharing Certification is executed prior to any sharing or transmission (Appendix 3).
5. University employees purchasing or acquiring data and/or technology services, systems, and software are responsible for establishing a Contract Addendum for External Data and Systems Service Providers with vendors prior to initiating services (Appendix 4). Such acquisitions may include hosted services from a third party which involve university data or business processes, as well as services through which Constituents submit their personal data to the vendor or service provider. The Contract Addendum must be included with solicitations, RFPs, contract approvals, and procurement documentation.
6. User Credentials for non-human resources (sometimes referred to as Resource Accounts), such as those that enable transactions between information systems may be created and utilized only with: (1) appropriate manager authorization and designated ownership; (2) strict record-keeping of persons, purposes, and entities to whom the credentials are entrusted or applied; (3) scheduled and verified changes to the password; and (4) notice to and consent of Data Steward(s) of involved resources.
7. Users and managers must delete university data and information from Consumable Software and Devices prior to disposal or completely destroy Consumable Software and Devices if deletion cannot otherwise be ensured. Consumable Software and Devices shall not be tracked, reclaimed, or redistributed, unless otherwise directed by an appropriate manager.

Computer Lab Rules

- No food or drinks are allowed in any computer lab.
- Only currently enrolled USC Aiken students are allowed in any computer room after hours. No spouses, children, parents, boyfriends, girlfriends, or friends are allowed in the computer rooms after hours unless they are a currently enrolled student. Exceptions to this policy may be granted only by the Vice Chancellor for Information Technology and CIO (AIT 105 – USC Aiken Policies and Procedures).
- Print one copy only even if you are supplying your own paper. Use copiers in the B&E Building, Library, and Bookstore to make multiple copies.
- Respect others.
- Keep the noise level down. Control computer-generated sound (headphones are available from student assistants).
- If you encounter offensive behavior in the student computer areas, notify the student assistant or a CSD staff member. After hours, notify University Police at ext. 6111.
- Comply with copyright laws.
- Copying software is usually illegal.

- Copying images is usually illegal.
- Supply your own paper after hours.
- Course work has precedence.
- Cruise the internet on your own.
- Use only software loaded on the computers. Installing any software on the computers is prohibited. Making any modification to the computers, their operating system, or their software is prohibited.
- Please clean up any mess you make.

Sanctions for Violation of Computer Facilities Policy

Infractions of computer room rules will be recorded and a warning issued by the Computer Services Division (CSD) staff. A second infraction will result in the loss of after-hours access privileges. A third infraction will result in a referral to the USC Aiken Student Judicial System. Serious infractions, including but not limited to such acts as deliberate damage to equipment, malicious attempt to alter other people's documents, and deliberate introduction of a virus, may result in immediate loss of after-hours privileges as well as action through the USC Aiken Student Judicial System. Repeated violations of less serious infractions would also be construed as serious. The USC Aiken Chief Information Officer or his/her designee is responsible for monitoring and administering this policy.

Student Email Policy

Electronic mail or "email" is considered an official method for communication to students at the University of South Carolina Aiken because it delivers information in a convenient, timely, and cost effective manner.

To assure all students have access to this important form of communication, USC Aiken provides a university email account to each enrolled student. The primary purpose of these accounts is to ensure a standardized channel for faculty and staff to communicate with students of the university as needed. Official university communications sent to all students will include reminders of important dates such as deadlines to pay tuition and fees, to withdraw from a course with a grade of "W," to apply for graduation, etc. Students are responsible for reading, in a timely fashion, university-related communications sent to their official student email accounts.

Assignment of Student Email

The official university email accounts are created and maintained by the Computer Services Division (CSD) and are activated upon a student's acceptance to the university. Specific student email directions are online at <http://www.usca.edu/help-desk/>. The Student email policy can be found at <http://www.usca.edu/policy/policy-index/information-technology/ait-107.dot>

Additional assistance is available at the CSD "help desk" located in the Business & Education Building, Room 238. Official email addresses will be published as directory information unless students request otherwise.

Redirecting of Email

Students who redirect (auto-forward) messages sent to official USC Aiken student email address to another address (such as AOL, Yahoo, Hotmail, etc.) do so at their own risk. Having email lost as a result of redirection does not absolve the student from responsibilities associated with communication sent to his/her official USC Aiken email address. The university is not responsible for the handling of email by outside vendors or unofficial servers. The USC Aiken assigned email address will be the address used by USC Aiken staff/faculty to communicate to students.

Expectations of Student Use of Email

Students are expected to read and respond as appropriate to their USC Aiken official email on a frequent and consistent basis. The university recommends checking email daily.

Faculty Expectations and Educational Uses of Email and Class Listservs

Since faculty members determine how email is used in their classes, faculty may require students to check their email on a specific basis. Faculty may also require students to confirm their subscription to university-provided class listservs. For example, messages sent to university-provided class listservs (those established by the faculty member) are considered official communications for all students enrolled in the class designated by the class listserv address. USC Aiken Computer Services Division will not provide support service for personal email accounts such as AOL, Yahoo, Hotmail, etc. in conjunction with university listservs.

Appropriate Use of Student Email

All use of email will be consistent with other university policies, including the "Responsible Use of Data, Technology, and User Credentials" (UNIV 1.52), which can be found at:

<http://www.sc.edu/policies/ppm/univ152.pdf>

Procedures

The Vice Chancellor for Information Technology and the Campus Technology Committee will review this policy as needed. Students with questions about the policy should contact the Computer Services Division.

(Portions of this policy are drawn from those developed by the University of Arizona, University of Colorado at Boulder, Virginia Commonwealth University, and Winthrop University)

Immunization Policy

All students born after December 31, 1956 must furnish proof of receiving two doses of measles (rubella), mumps and rubella (German measles), known as the MMR vaccine on or after their first birthday prior to registration. Proof of Immunity requests documentation of one of the following:

- Receiving two MMR vaccines (shots) after January 1, 1968 and on or after first birthday (initial vaccination acceptable no earlier than four days before the first birthday)

OR

- Positive serum titers (blood antibodies) to measles, mumps, and rubella (German measles). Positive serum titers must have been performed within the last five years and a copy of the lab results sent to confirm the results.

Freshmen living in university housing must receive a vaccination for meningitis or sign a waiver indicating that they understand the risks of failing to do so.

The following vaccines are ***strongly recommended*** for all students but are not mandatory (with the exception of meningococcal for students living on campus): Meningococcal, Hepatitis B, Varicella (if no prior history of chicken pox), and TDAP (tetanus/diphtheria/acellular pertussis). Pertussis is also known as whooping cough.

Additional requirement for international students

International students must have a tuberculosis screening if they are not from the following countries:

Canada, Jamaica, Saint Kitts and Nevis, Saint Lucia, Virgin Island (USA), Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, Norway, San Marino, Sweden, Switzerland, United Kingdom, American Samoa, Australia, or New Zealand

Meal Plan Policy

USC Aiken requires that all university housing residents participate in one of the available meal plans. We strongly encourage all incoming students, regardless of place of residence, to participate in one of the

plans. As part of their housing information, all university housing residents will be provided with a list of the meal plan options available to them in meeting the mandatory requirement.

If a parent, legal guardian, or student (if legally independent) does not want the student to participate in the meal plan, they may appeal to be released from the meal plan. The appeal shall be in writing to the Executive Director of Campus Auxiliary and Support Services and clearly state the reason(s) with appropriate justification or documentation for the requested release. Appeals will be accepted through the end of the second week of classes in each major semester. The appeal may be based upon, but not limited to, the following situations: financial hardship, dietary restrictions, meals provided by an employer, or work schedule. Should the appeal be approved, a pro-rated refund will be granted effective with the date of the original appeal.

The appeal shall be acted upon and a written response forwarded to the appellant with copies to the appropriate USC Aiken departments. Should the appellant not agree with the ruling, they may petition the Vice Chancellor for Finance and Administration for review and a final determination. Petitions shall be made within ten working days of the receipt of the written response by the Executive Director of Campus Auxiliary Support Services.

Parking and Traffic Safety Policies and Procedures

Current parking decals are required by all students, faculty and staff and they must be obtained through the University Police. These decals should be displayed on the driver's side lower corner of the front windshield. Parking on campus without a permit will result in a ticket and subsequent fine. Fines must be paid in the Business Services office located in the Penland Building.

There are four parking lots on campus which students can use. Parking lots A and B are located in the front of campus and parking lots C and D are located on either side of the Etheredge Center. Other parking areas such as behind the softball field and adjacent to the Senior Net Learning Center are considered main lots and all parking rules apply. Students may park in any of the spaces marked with white lines. The yellow marked spaces are reserved for faculty and staff until 2:00 p.m.

Parking in any spaces other than those designed for students will result in a ticket and subsequent fine. Students who live in USC Aiken student housing will be issued a special parking permit which will allow them to park in the campus housing parking lots. Students with this special decal can also park in Lots A through D, except from 8:00 a.m. to 2:00 p.m., Monday through Friday. Students who do not live in campus housing and do not have a special parking decal are not permitted to park in the housing parking lots and are subject to fines, booting of their vehicle, and towing if they do so.

Parking and Traffic Regulations

- A. Rules and regulations for parking and traffic control at the USC Aiken campus are indicated by printed guides, campus maps, signs, and street curb markings.
 - 1) Yellow curb indicates no parking and/or limited parking (i.e. 15 minute parking). In addition, parking is prohibited at fire plugs, fire lands, sidewalks, walkways, grass, lawns, intersections, driveways, or alleyways unless indicated by signs. At no time should service drives and trash pickup areas be blocked.
 - 2) Faculty/staff parking spaces are indicated by yellow lines; student parking spaces are indicated by white lines.
 - 3) The campus speed limit is 14 miles per hour unless otherwise posted. However, everyone is expected to operate vehicles in a safe manner commensurate with road and weather conditions.
 - 4) In the event a vehicle becomes inoperable on campus, University Police should be notified immediately. Steps should be taken to move the vehicle from the street or other hazardous position to a parking space. If the vehicle is not moved within a reasonable amount of time, the

vehicle will be towed at the owner's expense. Jumper cables are supplied by University Police 24 hours a day.

- 5) All parking vehicles should be locked and valuables should not be left in unoccupied vehicles at any time. Report thefts or damage to University Police (ext. 6111) for investigation or other action.
- B. Booting, towing, and/or impounding vehicles - According to State law, the appropriate campus official responsible for law enforcement and public safety or designee shall have the power to have a vehicle impounded, towed, and stored at the owner's expense and risk under the following conditions:
- 1) If the motor vehicle is parked in a fire lane.
 - 2) If the motor vehicle is parked in a handicapped space without benefit of a handicapped permit or is parked in such a way as to block a curb cut for the handicapped.
 - 3) If the motor vehicle is parked on a yellow curb or in such a way as to block a driveway, to block a service entrance, or to create a hazard to safety.
 - 4) If the motor vehicle is parked in a permit-only area without the benefit of a permit; no parking after 12 a.m. midnight without a permit, towing enforced in all lots.
 - 5) If three or more traffic violations in one academic year have been issued against said vehicle.

C. Violations, penalties, and bonds

The driver and/or owner or person in whose name a vehicle is registered shall be responsible for all violations incurred by the vehicle. Penalties and/or bonds are payable in person or by mail at the Business Services office during regular working hours Monday through Friday. Do not send cash.

Schedule of Penalties: Fine

Parking improperly - \$20.00

Parking permit is improperly displayed - \$10.00

Parking in a no parking area - \$50.00

Parking in a service or loading zone - \$25.00

Block sidewalks and driveways - \$25.00

Parking in a reserved space - \$25.00

Parking in a no parking safety zone, fire land, or blocking a fire hydrant - \$50.00

Parking on grass - \$25.00

Parked on a yellow curb - \$50.00

Failure to register a vehicle - \$20.00

Parking in student housing lot by a non-resident - \$25.00

Housing residents improperly parking in main lots from 8:00 a.m. to 2:00 p.m., Monday through Friday - \$25.00

Parking in a space designated for people with disabilities or blocking a space or curb cut - \$75.00

Speeding on campus - \$50.00

Booting of a vehicle - \$50.00

First offense driving in an unsafe manner/obstructing campus operations - \$25.00

Second offense driving in an unsafe manner/obstructing campus operations - \$50.00

Failure to obey police officers' instructions - \$50.00

D. Appeals

Any person desiring to appeal any parking or traffic violation which he/she feels may have been given through error or without just cause must do so within 72 hours after the time of issuance (Saturdays, Sundays, and holidays excepted); otherwise, the right to appeal is forfeited. Appeal forms are available at the University Police office and on the University Police Department's webpage: <http://www.usca.edu/university-police/>. Appeals are reviewed on a regular basis and a final determination is made. Notification is made by university email address.

University Housing Policies

Students residing on campus and their guests are bound by USC Aiken policy, as well as University Housing policies and procedures as published in the "University Housing Community Guidebook." Residents and non-residents will be subject to judicial action for violations of USC Aiken and/or University Housing policy, University Housing Missing Student Policy and Protocol. The Higher Education Opportunity Act (P.L. 110-315) requires the university to maintain a missing notification policy and protocol for on-campus residents. A student shall be deemed missing when the student is absent from the university for more than 24 hours without any known reason. The information is posted on the University Housing website and provided at check-in. Missing students should be reported missing by filing a missing person report with the University Police by calling 803-648-4011.

University Housing Missing Student Policy and Protocol

The Higher Education Opportunity Act (P.L. 110-315) requires the university to maintain a missing notification policy and protocol for on-campus residents. A student shall be deemed missing when the student is absent from the university for more than 24 hours without any known reason. The information is posted on the University Housing website and provided at check-in. Missing students should be reported missing by filing a missing person report with the University Police by calling 803-648-4011.

Residents 18 years and older

You may identify a confidential contact to be notified not later than 24 hours after the time that you are determined to be missing. You may register the confidential contact on a form during your housing check-in process and can make changes to this form in your area office.

Residents younger than 18 years old

The policy requires us to notify your custodial parent or guardian not later than 24 hours after the time that you are determined to be missing. You must provide parental emergency contact information on a form during your housing check-in process and can make changes to this form at your area office. Should a missing person report be filed on your behalf, University Police and Housing will:

- Gather information from the individual reporting the missing person and/or witnesses/roommates, to include details about the reason for the report and any information that can be gathered on the missing student, such as personal descriptors, clothing last worn, locations where the student may be, persons or witnesses who may have information, vehicle descriptions, information of the physical and mental well-being of the student, up-to-date photographs, class schedule, etc.
- Use of any or all of the following resources to assist in locating the student:
 - Go to the student's on-campus room
 - Talk to roommates
 - Secure a photo of the student
 - Call or text the student's cell phone and call any other number on record
 - Send the student an email
 - Check all possible campus locations the student may be

Check the campus card access log for the student

Review campus video from cameras

Check for the student's vehicle

- Ensure that the USC Aiken Police Department has filed a missing person report no later than 24 hours after a student is determined missing
- Notify your confidential emergency contact (custodial parent or guardian) within 24 hours after the student is determined missing

Parking and Security Gate Access at University Housing

Parking at University Housing is restricted to students who have a valid residential student's decal. Residents are required to park in-between the white lines at University Housing. Yellow line parking spaces are reserved for faculty and staff. The security access gates to University Housing are restricted to residential students when closed. Card access gates by Pacer Crossings are closed 24/7 and the gates in front of Pacer Downs are closed daily from 9:00 p.m. to 7:00 a.m. Tailgating behind another vehicle through any of the card access gates will result in receiving a driving in an unsafe manner traffic ticket.

Noise Levels and Quiet Hours

- Since studying is an important aspect of life for the university student, it is expected that residents and their guests will respect the rights of others by maintaining a reasonable limit on noise at all times. The right to quiet always supersedes the right to make noise.
- Courtesy hours: At any time, a resident has the right to request that any other resident or group of residents cease any activity that is interfering with his/her ability to study, rest, or quietly enjoy the community.
- Residents and their guests must take corrective action when requested to decrease the noise level or cease any other disruptive activity by a fellow resident, a member of the University Housing staff, a University Police Officer, or other appropriate University official. Recurring requests to abate noise will constitute cause for disciplinary action.
- Quiet hours are established to ensure that residents are given the opportunity to study or sleep in a quiet atmosphere. Quiet hours are as follows:

Sunday – Thursday: 10:00 p.m. – 8:00 a.m.

Friday – Saturday: 12:00 a.m. midnight – 10:00 a.m.

- During exam periods, quiet hours are extended to 24 hours. During quiet hours, noise that can be heard in other rooms or outside of the apartment is considered to be too loud.
- Residents of University Housing are responsible for enforcing quiet hours within the community.

Visitors and Overnight Guests

- Visitors and guests are bound by the same regulations as residents. The resident is responsible for any damages incurred by his/her visitors or guests. Guests and visitors should be escorted by the host resident. Guests are non-residents to the apartment who spend the night in University Housing. Visitors are non-residents to the apartment who are not spending the night.
- Visitation hours are Sunday through Thursday, 10:00 a.m. to 12:00 a.m., and Friday and Saturday from 10:00 a.m. to 2:00 a.m. Visitors and guests of the opposite sex are not allowed in an apartment/suite after visitation hours.
- Residents may only have same sex overnight guests. Residents must request advanced approval for an overnight guest from their roommates. Overnight guests must also be registered with the hall staff. Failure to obtain guest approval may result in revocation of guest privileges.

- Guests should be temporary and infrequent. Guest requests for more than occasional visits will be denied. Guests of residents will not be permitted to stay for more than two days without special permission from their roommates and University Housing.
- All visitors and guests, including USC Aiken students who are non-residents, must park between two white lines in the USC Aiken Parking Lot D. Guests who will be on campus overnight may obtain a temporary parking pass. Guests must have a valid driver license. Residents may not obtain a temporary parking pass for a guest of the opposite sex.
- Visitors may park in Lot D until midnight on Sunday through Thursday or 1:00 a.m. on Fridays and Saturdays without a guest pass.
- All students, visitors, and guests must carry some type of photo identification.

Additional Alcohol Policies for University Housing

- Underage residents and their guests (regardless of their age) may not possess or consume alcohol.
- Individuals of legal drinking age may consume alcoholic beverages within the confines of their apartment or another resident's apartment who is of age. Underage residents whose roommate(s) are 21 years of age or over may be present when alcohol is possessed or being consumed in their apartment, but are not permitted to consume alcoholic beverages. Alcohol is not allowed in apartment or suites where all residents are underage. (Note: It is the responsibility of the host resident to ensure all guests are at least 21 years of age.)
- The possession or use of an empty or full keg or party ball of alcoholic beverages is strictly prohibited.
- The misuse of alcoholic beverages and/or inappropriate or illegal behavior will result in disciplinary and/or legal action.
- Abuse of alcohol by students, regardless of age, that results in the need for immediate medical attention is considered a violation of USC Aiken's University Housing policy and will result in judicial follow-up and/or a mandatory counseling referral.
- Chugging, drinking games, initiations, funneling, or other potentially dangerous drinking activities are prohibited.
- The sale of alcohol is prohibited.
- Neon signs or other signs for alcohol-related products may not be hung in windows or anywhere outside of the apartment.
- If an emergency occurs, please contact University Police at ext.6111 or 803-648-4011.

Community Responsibility

- Each resident is responsible for cooperating with the other residents of their apartment in the care, maintenance, and usage of the common living areas. This includes, but is not limited to, the cleaning of the apartment unit, restricting the noise level, and not using other residents' possessions without prior permission.
- Each resident is responsible for abiding by the rules and regulations set forth by the USC Aiken University Housing office as long as those rules do not endanger the health, safety, or general welfare of the resident.

Occupancy

- Life safety regulations require that gatherings must not exceed the total of twelve people in any apartment in Pacer Downs and Pacer Commons or sixteen people in any suite in Pacer Crossings.

Harassment and Physical Abuse

- Racial, sexual, or any other form of harassment of any person and/or group is prohibited and will subject the offender to appropriate disciplinary action
- Causing physical harm and/or the fear of physical harm to any person and/or group is prohibited and will result in disciplinary and/or legal action
- In accordance with the USC Aiken Code of Student Conduct, acts of sexual aggression will not be tolerated. Any sexual assault should be reported to a staff member or to USC Aiken University Police (ext. 6111 or 803-648-4011) as soon as possible.

Public Passageways and Access Areas

- Each resident is responsible for keeping the grounds outside of his/her apartment in a clean and sanitary condition. All rubbish, garbage, cigarette butts, and refuse must be deposited in the proper receptacles and dumpsters. Items left unattended in common areas may be disposed of by management.
- If trash is left outside of an apartment, each resident will be assessed a fine of \$50.00 after the first warning and an additional \$50.00 fine for each incident thereafter.
- Persons responsible for damage to the public areas will be billed for repair and replacement and may be referred for disciplinary or legal action. In the event that a responsible individual cannot be determined, all persons present at the time of the damage will be billed equally.
- Public areas are for the use of the residents and their guests only.
- No one may sleep overnight in the public areas.
- Public passageways are for the entering and exiting of the premises and are not to be obstructed or used for any other purpose.
- Students are prohibited from throwing objects or liquids from windows, doors, or patios of the buildings into public areas of the buildings or grounds.
- Walking, scaling, and/or climbing on the exterior wall/roof area is prohibited.
- Entering or exiting through a window is prohibited.
- For reasons of security, residents are advised not to leave their door unlocked at any time.
- Suspicious persons should be reported to a resident assistant, the University Housing Staff, and/or University police

Animal Policy

Purpose

The University of South Carolina Aiken is deeply committed to the well-being of our students, faculty, staff and visitors. While pets and other animals may be a source of enjoyment and companionship to their owners, they can also pose health and safety problems and introduce potential liability to the University and its members. The policy will delineate what animals are allowed on campus and any restrictions.

Definitions

Service Animal: A service animal is any animal, usually a dog, that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Emotional Support Animal (ESA): An emotional support animal is an animal (usually a dog or a cat) that provides assistance in the form of comfort or affection to individuals with emotional or psychological conditions.

Pet: A domestic or tamed animal kept for companionship or pleasure.

Policy

A. Dogs are the only pets that are allowed on campus in public outdoor areas. When attending an athletic or recreational event, dogs are only allowed in designated areas. Due to human health and safety concerns, animals are not permitted in buildings and student housing on the University of South Carolina Aiken campus. Exceptions to this rule are listed below. Any person found to have an unauthorized animal on campus will be asked to remove the animal promptly.

B. Dogs must be kept on a 6ft. leash and they have to be appropriately tethered or contained, at all times. Individuals who bring pets onto campus must clean up any waste the pet may leave, and have to control their dog at all times. All dogs brought onto University grounds must be licensed and fully inoculated in accordance with South Carolina State and Aiken County regulations.

C. The University may remove or require the removal of any animal that poses a direct threat to the health or safety of others, is not housebroken, or otherwise disrupts the campus grounds or facilities.

D. Additionally, individuals are not permitted to lure animals to the campus through feeding stations or other means. Bird feeders and bird /bat houses may be permitted if approved by the Senior University Facilities Director.

F. Feral or Wild Animals that are a potential risk, represent a hazard, cause property damage, create a nuisance, or otherwise pose a potential threat to the health or safety of humans will be regulated, controlled, and/or humanely relocated in accordance with applicable laws and regulations. Those animals that are not a risk and do not represent a hazard, cause property damage, or create a public nuisance, and that do not require human intervention, may inhabit the campus grounds.

G. Owners of any animal on campus (including service animals, emotional support animals, or pets) are solely responsible for the behavior and actions of their animal and assumes all liability for the animal. The University assumes no responsibility for the animal or owner. Also, the owner is responsible for any damage done by the animal as well as all waste caused by the animal.

H. The University reserves the right to involve local animal control authorities if any animal is suspected of being mistreated by its owner on university grounds.

Exceptions

Outside the policy above, the animals listed below are permitted on campus. When required by governing ordinances, such animals must wear appropriate tags and be certified, licensed, and/or inoculated.

A. Service animals, as defined above, that are specially trained to aid persons with disabilities.

B. Emotional support animals (ESA) that are approved by the Office of Disability Services to live in University Housing. Emotional support animals are not permitted in any other University buildings. Refer to University Housing procedures for more specifics regarding ESA policies.

C. On-duty police dogs.

D. Laboratory and demonstration animals (including reptiles, mammals, birds, and fish) used directly in support of the University's mission in teaching and/or research. Such animals are permitted only in those facilities and laboratories specifically *designed* to house that type of animal.

E. Other Exceptions

Additional exceptions may be granted on a limited basis if requested in writing and approved by the Provost or the Vice Chancellor of Student Affairs.

Enforcement and Compliance with Policy

Enforcement of this policy is the responsibility of each member of the USC Aiken community. Faculty, staff, students and volunteers are encouraged to enforce the policy for their facilities and/or sponsored activities. The following is the progression of enforcement of this policy:

1. Each individual should, in a consistent and civil way, bring any infractions of this policy to the attention of the person or persons observed violating the policy.

2. If the person violating this policy does not immediately remove the animal from the premises, the individual should ask them to do so.
3. In the event the person violating the policy does not respond to a request to remove the animal, the individual should contact Campus Police at 803-641-3319. Campus police will then issue a warning and/or a fine, and if needed will remove the offender in accordance with Campus Police procedures

Smoking and Tobacco Policy

Purpose

The University of South Carolina Aiken is deeply committed to the well-being of our students, faculty, staff, and visitors. To provide a safe, healthy environment in which our community can flourish, and in accordance with the university's commitment to health, well-being, and sustainability, USC Aiken will be a completely tobacco-free campus. This policy expands the 2010 tobacco free policy to cover all university property. The intent of this policy is to create an environment that is conducive to quitting tobacco, to promote the prevention of tobacco use and to prevent the risks associated with exposure to second-hand smoke.

Policy

A. Covered Individuals

The provisions of this policy apply 24 hours a day, seven days a week to all students, faculty, staff, visitors, volunteers, contractors, and vendors unless otherwise noted.

B. Definitions

- 1) Tobacco and smoking products include all tobacco-derived or containing products, including but not limited to cigarettes (i.e. clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, pipes, water pipes, smokeless tobacco products or substitutions (spit and spitless, chew, pouches, snuff) or any other device intended to simulate smoked tobacco. This does not apply to nicotine replacement therapy, which is designed to assist tobacco users to quit tobacco.
- 2) University property shall include all buildings, facilities, grounds, vehicles, and spaces leased/owned/controlled by the University of South Carolina Aiken whether or not signs are posted. This includes, but is not limited to, University-owned buildings, offices, classrooms, laboratories, elevators, stairwells, bridges and walkways, balconies, decks, restrooms, sidewalks, parking areas/lots, meeting rooms, hallways, outdoor passageways and entrances, lobbies, common areas and athletic venues (including those with outdoor fixed seating), university vehicles, golf carts, and any transportation owned, operated, or leased by USC Aiken.

C. Use of Tobacco Products

- 1) The use of any tobacco product is prohibited on university property. No ashtrays, receptacles, or smoking shelters will be permitted.
- 2) The use of tobacco products is prohibited in university owned/operated/leased vehicles

D. Support of Tobacco Products

- 1) All tobacco industry promotions and marketing activities are prohibited on university property.
- 2) The sale of tobacco products and tobacco-related merchandise (including logo items) is prohibited on all university property and at university sponsored event, regardless of the operating vendor.
- 3) The distribution or sampling of tobacco and associated products is prohibited on all university property and at university sponsored events, regardless of the venue.
- 4) Tobacco industry and related company sponsorship of events is prohibited.

- 5) The university discourages solicitation or acceptance of any grant or gift from a manufacturer, distributor, or retailer whose principal business is tobacco products.

E. Communication of Policy

This policy will be communicated to the campus community as follows:

- 1) News and information will be posted on the Tobacco-Free USC Aiken website at <http://dotcms.usca.edu/initiatives/tobacco-free-usca/index.dot>
- 2) References to this policy will be added to student handbooks, orientation communication, and other publications as appropriate.
- 3) Appropriate staff will assist in informing all visitors of the policy and asking that they comply while on any university property. All community members are encouraged to assist with the education of visitors and volunteers regarding our policy.
- 4) A provision will be inserted in all contracts; e.g. dining, construction, and/or maintenance, to prohibit the employees of contractor/vendors from using tobacco products on USC Aiken property.
- 5) Communication tips for community members to use in helping to enforce the policy will be available at the Tobacco-Free USC Aiken website <http://dotcms.usca.edu/initiatives/tobacco-free-usca/index.dot>
- 6) "Tobacco Free" Property signs will be posted throughout the university.
- 7) Each building will display a "Tobacco Free" Property decal and additional signs as appropriate.

F. Tobacco Cessation Resources

The university will offer resources to assist students, faculty, and staff who desire to quit or abstain from the use of tobacco. Tobacco cessation resources and services will be promoted or offered for USC Aiken students, faculty, and staff. Many of these programs are available at little or no cost. Please visit the Tobacco Free USC Aiken webpage for a list of these resources: <http://dotcms.usca.edu/initiatives/tobacco-free-usca/index.dot>

G. Enforcement and Compliance Policy

- 1) Enforcement for the policy is the responsibility of each member of the USC Aiken community. Faculty, staff, students, and volunteers are encouraged to enforce the policy for their facilities and/or sponsored activities. Each individual should, in a consistent and civil way, bring any infractions of this policy to the attention of the person or persons observed violating the policy.
- 2) Faculty, staff, and students are also expected to assume leadership roles by adhering to the policy provisions and by reminding others who are not in compliance of the policy provisions.
- 3) In the event a member of the USC Aiken community does not respond to a reminder, USC Aiken faculty, staff, students, and volunteers will assist in the enforcement of this policy by reporting repeated violations to University Police at 803-641-3319.
- 4) The university will provide Tobacco-Free Campus Policy information cards to facilitate the education and enforcement of the policy.
 - a) Students – Complaints regarding students will be directed to and handled by the office of Judicial Affairs in accordance with the Non-Academic Student Code of Conduct. Further information on the conduct process and potential consequences is available at <http://web.usca.edu/judicial-affairs/non-academic-code-of-conduct.dot>
 - b) Faculty – Complaints regarding faculty will be directed to the appropriate unit head.
 - c) Staff – Complaints regarding staff will be directed to and handled by the immediate supervisor or director, in accordance with Human Resources practices, HR 1.39 and outlined in "Disciplinary Procedures" at <http://hr.sc.edu/relations/erdsopl.html>

- d) Volunteers, Visitors, and Affiliates – Complaints about volunteers and visitors may be addressed by any university official. Repeated violations may be handled by University Police. Complaints about affiliates will be directed to and addressed by their sponsoring departments, in accordance with appropriate policies and practices.
- e) Contractors and Vendors – Complaints regarding contractors and vendors will be addressed by the Campus Support Services. Failure by contractors/vendors or their employees to comply with the provisions of this policy could result in the termination of the contract.

H. Exceptions

- 1) Tobacco, tobacco products, or simulated tobacco products may be used for research purposes. Smoking of tobacco products for research purposes will be allowed only if smoke is controlled in a manner approved by the office of Environmental Health and Safety, as is necessary for all research that involves laboratory air contaminants.
- 2) A special exception may be made for cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 USC sections 1996 and 1996a, which allow for the use of ceremonial tobacco. All ceremonial use exceptions must be approved in advance by the Provost or designee and, in the case of smoking, by the University Fire Marshall.
- 3) Tobacco company participation in recruitment activities (i.e. job fairs, on-campus interviews, information sessions, etc.) must be approved by the Career Center or appropriate university official from that area to ensure compliance with university policy to ensure signage, postings, and use of company logo is appropriate.

Student Consumer Information

The Student Right-to-Know and Campus Security Act of 1990 (P.L. 101-542) and the Higher Education Technical Amendment of 1991 (P.L. 102-26), and the Higher Education Opportunity Act of 2008 (P.L. 110-315) require that all institutions of higher education collect and make certain information available to students/prospective students and employees/prospective employees upon request. Title I of this act is known as the Student Right-to-Know Act and Title II is known as the Crime Awareness and Campus Security Act. Information requirements are separated into three categories: graduation or completion rates, athletically-related financial aid, and campus security policies, crime statistics and campus housing fire safety. Graduation or completion rates are prepared and published by the Office of Institutional Effectiveness, Research, and Compliance and are readily available to current and prospective students upon request. Athletically-related aid reports are prepared for the South Carolina Commission on Higher Education and the NCAA and are also available. The Annual Campus Security Policies, Crime Statistics, and Fire Safety Report are published by the USC Aiken University Police Department and are available to current and prospective students and employees via the USC Aiken website.

The University of South Carolina Aiken is accredited by the Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award associate, baccalaureate, and master's degrees.

The University of South Carolina Aiken provides affirmative action and adheres to the principle of equal educational and employment opportunity without regard to race, color, religion, sex, gender, national origin, age, genetics, sexual orientation, disability, or veteran status. This policy extends to all programs and activities supported by the University.

The University of South Carolina has hereby designated as the Section 504 coordinator, the University Affirmative Action Officer located in the Human Services Division, University of South Carolina, Columbia, SC 29802.

Any person who feels they qualify for special accommodations due to physical, learning, or psychological disability should contact the Office of Disability Services at 803-641-6816 for a free, confidential interview.

If you need this handbook in an alternative format, please contact the Coordinator of Disability Services at 803-643-6816.

Equal Opportunity in Programs and Activities

Federal laws prohibit discrimination under programs and activities receiving federal financial assistance. The statutes listed below are applicable to the University of South Carolina Aiken and provide in part:

Title VI of the Civil Rights Act of 1964:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."

Title IX of the Education Amendments of 1972:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance."

Section 504 of the Rehabilitation Act of 1973:

"No otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Section 303 of the Age Discrimination Act of 1975:

"No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The Americans with Disabilities Act (ADA):

Public Law 101-336 of 1990 provides anti-discrimination (civil rights) protection and access to equal employment opportunities for persons with disabilities.

Accessibility requirements are similar to those imposed under Section 504 of the Rehabilitation Act of 1973 which addresses non-discrimination in employment and program services by recipients of any federal assistance. The ADA complements Section 504 and expands its coverage as well as changes to some of the application and accommodation processes. USC Aiken is committed to the letter and the intent of both the ADA and Section 504.

The University of South Carolina Aiken does not discriminate in educational or employment opportunities on the basis of race, sex, gender, age, color, religion, national origin, disability, sexual orientation, genetics, veteran status, pregnancy, childbirth or related medical conditions.

The University of South Carolina Aiken conducts its programs and activities involving admission and treatment of students, employment, teaching, research, and public service in a non-discriminating manner as prescribed by federal law and regulation. Inquiries concerning the above may be sent to: Chancellor, University of South Carolina Aiken, 471 University Parkway, Aiken, South Carolina 29801.

Confidentiality of Student Records

In accordance with the Family Education Rights and Privacy Act (FERPA) of 1974, the University of South Carolina Aiken students have the right to review, inspect, and challenge the accuracy of information kept in a cumulative file by the institution unless the student waives this right. It also ensures that records cannot be released in other than emergency situations except*:

1. To other school officials, including faculty, within the educational agency who have legitimate educational interests;
2. To officials of other schools or school systems in which the student intends to enroll, upon condition that the student be notified of the transfer, receive a copy of the record desired, and have an opportunity for a hearing to challenge the content of the record;
3. To authorized representatives of the Comptroller General of the United States, the Secretary of Health, Education, and Welfare, and administrative head of an education agency, or state educational authorities;
4. In connection with a student's application for, and receipt of, financial aid;
5. To parents of an eligible student who claim the student as a dependent for income tax purposes. Upon receipt of the parents' most recent federal income tax return listing the student as a dependent, the student's records will be given. The student will be notified in writing and certified mail that this access has been given.
6. Where the information is classified as "directory information." The following categories of information have been designated by the University as directory information: student's name, local and permanent mailing addresses and telephone numbers, email address, semesters of attendance, enrollment status (full- or part-time), date of admission, date of expected or actual graduation, school, major and minor fields of study, whether or not currently enrolled, classification (freshman, etc.), type of degree being pursued, degrees, honors, and awards received (including scholarships and fellowships), weight and height of members of athletic teams, and whether the student has participated in officially recognized activities and sports sponsored by the University.

If you do not wish such information to be released without your consent, you should notify the Registrar's office prior to the first day of classes. Questions concerning this law and the University's policy concerning release of academic information may be directed to the Registrar's office.

*In 1998, changes were made to the FERPA law. Higher education institutions are now permitted to inform parents about alcohol and drug violations. Please see the Alcohol and Drug Policies in this handbook for further information.

Description of Buildings

Alan B. Miller Nursing Building

The Alan B. Miller Nursing Building houses classrooms, labs, and faculty offices for the nursing program. The building is named for Mr. Alan B. Miller, chair of Universal Health Services and a major donor to the School of Nursing.

Business and Education Building

This building houses the Schools of Business Administration and Education, a Wellness Center, the Small Business Development Center, the Counseling Center, Disability Services, the Assistive Technology Center, and the Office of External Programs, Continuing Education, and Conferences. Also included in the facility are classrooms, lecture halls, and computer classrooms and laboratories.

Children's Center

The USC Aiken Children's Center offers child care for faculty, staff, students, and the community. It is licensed by the State of South Carolina and employs qualified teachers as well as students of the university. It is also accredited by the national association for the education of young children (NAEYC).

Convocation Center

The 100,000 square foot building has a seating capacity for 4,000 people. In addition to being the home for Pacer Athletics, the Convocation Center is designed to be a venue for entertainment and community events. The building includes three playing surfaces, dressing rooms, athletic training facilities, and meeting space. The facility is managed by Spectra, who is responsible for bringing a wide range of entertainment options into the facility.

Etherredge Center

The Etherredge Center is the university's visual and performing arts facility. The building contains classrooms and offices for the academic department of Visual and Performing Arts as well as the O'Connell Experimental Theatre and a larger 687 seat main stage theatre. The facility is dedicated to presenting top quality programs for the campus and the community, including the USCA Cultural Series, the USCA Concert Choir, University Theatre, the Playground Playhouse, the USCA Athletic Band, and the USCA Concert Band. The Etherredge Center hosts outside presentations as well.

Gregg-Graniteville Library

The faculty, support staff, and collections of the Gregg-Graniteville Library comprise an integral part of USCA's instructional program. The building houses an extensive book, periodical, and microfilm collection. The USCA library also serves as an official depository for federal and state documents. The Library is fully automated and allows access information in a variety of formats using state-of-the-art equipment. In addition, the Center for Student Achievement (CSA) and the Math Lab are located on the first floor of the Library.

Humanities and Social Sciences Building

Classes in the College of Humanities and Social Sciences are held in this building. The the Writing Room, as well as the Office of Institutional Effectiveness, are located in this building. The Station, one of USCA's food service operations, is also located in this building.

Pacer Commons

Pacer Commons features two and four bedroom apartments with full kitchens which open up to interior hallways. Meeting rooms, lounges, a game room, multi-purpose rooms, a sand volleyball court, a basketball court, a picnic pavilion, laundry room, and a computer lab are located at or in Pacer Commons.

Pacer Crossings

Pacer Crossings is the newest residence hall at USC Aiken, and it is designed for freshmen. It features suites which open up to a common living space. Meeting rooms, lounges, multi-purpose rooms, hall kitchens, laundry room, and a computer lab are located at or in Pacer Crossings.

Pacer Downs

Pacer Downs is an on-campus housing facility that houses students in two bedroom/two bath with full kitchen garden-style apartments. A meeting room, computer lab, pool, laundry room, convenience store, sand volleyball courts, basketball court, and picnic pavilions are also located at Pacer Downs.

Pickens-Salley House

Called "the last and perhaps the greatest house" of the Federal period built in South Carolina, the Pickens-Salley House was originally constructed in 1829 at Edgefield by Francis W. Pickens, minister to Russia and Secessionist governor of South Carolina. "Edgewood," as the Pickens family called the house, was exactly 100 years old when it was acquired in 1929 by Mr. and Mrs. Julian B. Salley and moved to Aiken, where it was reconstructed board-by-board but with a number of alterations and improvements. Mrs. Salley—"Eulalie"—lived at the Pickens House until her death in 1975. A lady of great charm and talent, she cherished the Pickens House and entertained there many persons of prominence in our state and nation. The Pickens-Salley house is situated on a site which makes it useful for campus and community activities and simultaneously preserve its historical integrity. It houses the Chancellor's office and the University Advancement office.

Robert E. Penland Administration/Classroom Building

The Robert E. Penland Administration/Classroom Building was the first structure to be erected at USC Aiken and has a large open-air courtyard and garden at its center. At one time, the entire university was housed in this facility. The building is named for a long-time supporter of USC Aiken and former chair of the Aiken County Commission for Higher Education, Mr. Robert E. Penland. This building houses Admissions, Business Services, Registrar, Records, Financial Aid, Veteran and Military Student Success Center, Computer Services, Career Services, and Human Resources. The Associate Vice Chancellor for Enrollment Services, Vice Chancellor for Information Technology, and Vice Chancellor for Finance and Administration are located in this building, as are classrooms that are primarily used for math, computer science, engineering, and psychology courses.

Roberto Hernandez Baseball Stadium

The Roberto Hernandez Baseball Stadium is a 1,000 seat, state-of-the-art stadium featuring a beautiful grass surface with all the amenities of a top-notch Division I ballpark. A clubhouse, lounge for players, offices for coaches, modern press box, radio broadcast booth, training facilities, and 850 covered seats are among the highlights. The facility is named for former Pacer athlete Roberto Hernandez, a two-time Major League Baseball All-Star. The stadium also features the Roberto Hernandez Hall of Fame room.

Ruth Patrick Science Education Center

The Ruth Patrick Science Education Center is a cooperative community effort involving USC Aiken, local school districts, and the private sector. The Center was established to provide a permanent program to enhance science and math education within the schools of the Central Savannah River Area. The Center offers educational institutes, courses, and workshops for K-12 students to encourage their interest in math and science. The Center emphasizes innovative, hands-on approaches to learning. The Center draws upon the expertise of professional educators, engineers and scientists from colleges, industries and schools throughout the Central Savannah River area to provide its services. The DuPont Planetarium features a Digistar II projection system and provides public showings. The Aiken County School District Scholar Academy also currently use the facility.

Sciences Building

The Sciences Building houses state-of-the-art laboratory and classroom facilities. With more than 56,000 square feet of space and laboratories equipped with modern scientific instrumentation, faculty and students actively pursue scientific research and instruction. The building also serves as a model of energy efficiency through its design and unique combination of energy-conserving mechanical systems. The office of the Executive Vice Chancellor for Academic Affairs is located in this building.

Students Activities Center

The Student Activities Center provides students with a place to meet, relax with friends, and participate in activities and events. It is the focal point of activity for student services and organizations.

Services and facilities available include the SAC Café, Starbucks, several conference rooms, TV lounge area, intramurals gym, a game room, bookstore, natatorium (indoor swimming pool), ATM, vending machine, copy machine, and student organization mailboxes. Many areas of the Student Activities Center are available for use by campus organizations, faculty, and staff.

Offices located in the Student Activities Center are the Vice Chancellor for Student Affairs, Student Life, Student Health Center, Diversity Initiatives, International Programs, Student Government, Pacer Union Board, and Student Media (Pacer Times newspaper and Broken Ink literary magazine).

The Student Activities Center is open Monday through Friday, 8:00 a.m. to 10:00 p.m. and Saturday and Sunday from 11:00 a.m. to 10:00 p.m. (fall and spring semesters, excluding holidays). General information about activities and events, as well as information about clubs and organizations are available from the Student Activities Center.